

1975

Hollins Index (1975)

Hollins College

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Lucy Rose

hollins

index



75-76

*for 1976-77
-changes
made on
pages 11,
71, and 96*

5/10/76 J.R.

HOLLINS COLLEGE

Hollins College, Virginia 24020

RECEIVED

APR 30 1976

HOLLINS COLLEGE
FINANCIAL AID OFFICE

28 April 1976

ASSOCIATE DEAN FOR STUDENT LIFE

Dear *Sue*,

Enclosed is a copy of the 1975-76 Index. I have begun working on the 1976-77 edition. The section involving your department is on page 71. Delete, add to, or do whatever you feel is needed to better explain your area on this campus, but I hope you will keep in mind this is a costly project and we hope to cut as much as possible in order to keep costs down.

Please get up-dated information to me as soon as possible. The handbook must be compiled, typed, proofed, and sent to the press in early June, consequently it would be most helpful if you could get your data back to me as soon as possible...by return mail! The Index is scheduled to be posted to all new students on July 1, 1976.

Thank you for your help. If you have questions, please don't hesitate to call (6407) or stop by my office (top floor Moody).

Sincerely,

Jo
Mary Jo Ferguson
Assistant to Dean Willey

Enclosure

*Monday -
5/10/76*

help

FIRE	387-0211
INFIRMARY	EXT. 6444
RAPELINE	366-6030
RESCUE SQUAD	387-0211
SECURITY	EXT. 6419
TRUST	563-0311

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FIRST TERM

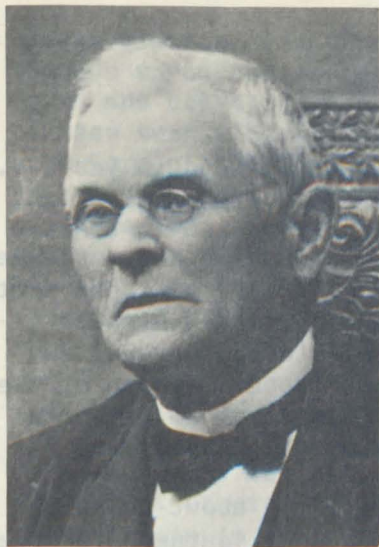
September 5, Friday, New Students arrive
September 7, Sunday, Returning Students arrive
September 8, Monday, Formal Opening of the College
September 9, Tuesday, Registration
September 10, Wednesday, Classes begin
October (date to be announced), Tinker Day
October 24, Friday, Fall Break begins after last class
November 3, Monday, Fall Break ends, Classes resume
November 26, Wednesday, Thanksgiving break begins after
last class
December 1, Monday, Classes resume
December 5, Friday, Second Term Registration
December 12, Friday, Last day of classes
December 15, Monday, through December 18, Thursday, Term
examinations (Christmas vacation begins after last
examination)
December 19, Friday, noon, All student residences closed
for Christmas holiday

SHORT TERM

January 4, Sunday, Christmas vacation ends, Dorms open
at 9 a.m.
January 5, Monday, Short Term begins
February 4, Wednesday, Short Term ends

SECOND TERM

February 9, Monday, Classes begin
February (date to be announced), Founder's Day
March 19, Friday, Spring Break begins after last class
March 30, Tuesday, Classes resume
May 12, Wednesday, Last day of classes
May 14, Friday, through May 18, Tuesday, Term examinations
May 22-23, Saturday-Sunday, One Hundred and Thirty Fourth
Commencement
May 24, Monday, noon, All student residences closed for
the summer holiday



Charles Lewis Cocke
First President
1846-1901



Carroll W. Brewster
Current President
1975-

HOW IT ALL CAME TO BE

[From the 1901 Spinster, a part of a speech by Charles Lewis Cocke]:

"How it happened that Dr. Cocke's lot was cast in the lovely valley where Hollins Institute stands, is best told by the grand old man himself on the occasion of the school's fiftieth anniversary.

'About the year 1840, a gentleman came to Virginia from one of the northern states, probably New York, and located in this section. He was a minister of the gospel of the Baptist faith, though he held no pastorate in Virginia. He was an enthusiast on the subject of education, and had visited other sections of the south, and made unsuccessful attempts to establish schools. Finding the premises on which Hollins Institute now is situated, a deserted watering place on account of the death of the proprietor, with many unoccupied buildings, and offered for sale, he suggested the purchase of the property for educational purposes. His plan was to establish a school of high grade for both sexes, and with this in view, he organized a society for life-members, under the imposing title of, "The Valley Union Education Society of Virginia" to take charge of and conduct the school.

The sole condition of membership in this society was the payment of fifty dollars. It was not to be a sectarian school but a benevolent enterprise for the general good of society. This gentleman's name was Joshua Bradley, and he was somewhat advanced in years... By general consent he was himself made principal of the Institution, and he opened the first session in 1842, with highly encouraging prospects... Having not a single qualification for such a position, at least in this state, save that of great enthusiasm, he soon found himself embarrassed by serious troubles - his teachers rebelled, and his pupils became demoralized. So at the end of the first session, he resigned and bid a final adieu to the enfant enterprise. He left Virginia, and relocated in the state of Missouri, where he died...

On the twenty-third of June, 1846, about three o'clock in the afternoon, after five days journey from the city of Richmond, I reached the scene of my future toils. All was silent as a graveyard. The place presented the appearance of a deserted village. The walks had been obliterated by grass and weeds, the buildings and fencing were going to decay, pupils were scattered, never to return, and not one in sight for the approaching session. The only relief to these gloomy surroundings was the sulphur spring, and the natural beauties of the place, with its romantic scenery around. These were delightful and inspiring to a lowlander from their very novelty and ever-varying hues and aspects. When we began to mingle with the people, there was no cheering response to our views and plans for conducting an institution of high grade in their midst. Strange indeed that I did not lose hope and heart in the undertaking, and retraced my steps to the scenes of earlier years! But I came for a purpose. I looked the situation squarely in the face and with determined energy and hopeful spirit commenced work.

In the course of a few sessions the premises were fully occupied - both departments were full to overflowing. In the year 1851, the acting board determined to suspend the male department and open the next session for girls only. Two considerations determined the question. First, the accommodations were not adequate for both schools. Second, in all Virginia, at that time, there was not a single permanent chartered school for girls...

The session of 1852-53 opened with good prospects, and very soon the premises were filled with bright and

blooming girls, largely from country homes. It continued to prosper. The courses of study had been broadened and elevated when the change was made, and better adapted to the varied demands of female culture. And here were plain girls from country places studying Latin, higher mathematics and the philosophies, and at the same time the school was full - girls coming from all parts of Virginia. This result was startling. The people were in advance of their leaders on educational questions. The fact was made palpable to all beholders that the state was right for the higher education of women. Hence, numerous schools for girls soon sprang into existence - more than sufficient, indeed, to supply the demand. The success of this school was pointed to as evidence of the necessity, and an assurance of the success of others. Many such schools in Virginia date their origin in the sixth decade of this century. Probably the greatest work this school has ever done is the inspiration it gave to the cause of female education in Virginia, in its early history."

Mr. Cocke's devotion to Hollins is even recognized in Ripley's Believe It or Not!, believe it or not. Ripley's tells us that this noble man served as President of the college for 59 years "without receiving a cent in salary. In debt to its President by \$151,250. in 1900, the entire college was deeded to him."

At that time, however, Hollins was an Institute. Under the Presidency of Mr. Cocke's daughter, Matty L., the Institute by way of a state charter, became a College. So be it.



THE GREEN AND THE GOLD

Alma Mater

I

O fair maiden Spring, what hue will you bring
To our cause from your own sunny sheen?
You have brought for your part the hue nearest your heart
And spread Hollins' hillsides with green.
And you, frosty Fall, the most brilliant of all,
What color for us do you hold?
You have laid your fair hand with its touch on our land,
And set our trees flaming with gold.

II

The Green and the Gold, we have loved it of old,
And to it we will ever be true.
For the memory will last of the days that are past,
And linger, dear Hollins, with you.
For life, when we're young, is a song that is sung,
And must pass as a tale that is told,
But honor and praise, to the end of our days,
We will render the Green and the Gold.

III

And still at the thought of the good she has wrought,
Each heart must with gratitude thrill -
So to Hollins we'll sing till the mountainsides ring,
Our jewel of woodlands and hill.
There are true, loyal friends that our college life lends,
And treasures of life manifold,
And may kind fortune bless with eternal success
Our Hollins, the Green and the Gold.

Words by
Phoebe Hunter,
1909

Music by
Almah McConihay,
1911



adminis- tration



" . . . I come, I confess, with no preconceived ideas at all, save a deep belief in the liberal arts, a determination that Hollins College must and will thrive in the forefront of women's education in this country, and a lively awareness of how much I have to learn about Hollins College. The warmth and generosity of the college community has been apparent to Mary and me in a hundred ways already."

Carroll Brewster

President
of Hollins College

ADMINISTRATION



President of the College

Mr. Carroll W. Brewster
Office: Administration,
1st floor; ext. 6321;
Monday-Friday, 8:30-4:30

Mr. Brewster maintains an open-door policy in regard to students.

Assistant to the President

Sister Bridget Puzon
Office: Administration,
1st floor; ext. 6323;
Monday-Friday, 8:30-4:30

As President Brewster's assistant, Sister Bridget uses her talents in ad hoc ways appropriate to the occasion. Come to this office to apply for the Exchange Program.



Dean of the College

Roberta A. Stewart
Office: Administration,
1st floor; ext. 6331;
Monday-Friday, 8:30-4:30

Dean Stewart carries over-all responsibility for academics and student services.



Associate Dean for Student
Academic Affairs

David W. Holmes

Office: Administration,
1st floor; ext. 6333
Monday-Friday, 8:30-4:30

Dean Holmes deals with
leaves of absence, academic
leaves, leaves on probation,
paper extensions, required
number of hours, course in-
completes, et al.



Associate Dean for
Student Life

Baylies H. Willey

Office: Main, 1st floor;
ext. 6406
Monday-Friday, 9:00-4:30

Here you find a friend to
help with problems of any
nature. Living, loving,
leisure, learning, is the
concern of this office.



Director of Studies

Elizabeth A. Minnich

Office: Rathhaus;
ext. 6496
Monday-Friday, 8:30-4:30

Mrs. Minnich serves as a
resource person in the
field of academic programs.
Go to her with ideas for
new approaches to the educa-
tional system. Director of
Continuing Education.





Registrar

Margaret Eldridge
Office: Administration,
1st floor; ext. 6311
Monday-Friday, 8:30-4:30

See Mrs. Eldridge to declare your major, add/drop a course, get your transcript, and to see your academic record.

Treasurer

Channing W. Howe
Office: Administration,
basement; ext. 6341
Monday-Friday, 8:30-4:30

Mr. Howe manages the financial affairs of the college, and administers wages, salaries, fringe benefits, insurance, and allocation of resources.



Director of Admissions

Ann Splitstone
Office: Main, 1st floor,
ext. 6401
Monday-Friday, 8:30-4:30
Saturday, 8:30-noon, by
appointment



Come to the Admission Office to find out the names of those students accepted to Hollins, to submit names of prospective applicants, or to volunteer your services as student guide, hostess for overnight guest, and as admission representative.

Director of Alumnae Relations

Frances S. White

Office: Main basement;
ext. 6421

Monday-Friday, 8:30-4:30

Come to see Miss White to find out names and addresses of alumnae. Suggestions for alumnae relations are welcomed by this office.



Director of Development

George E. Moore

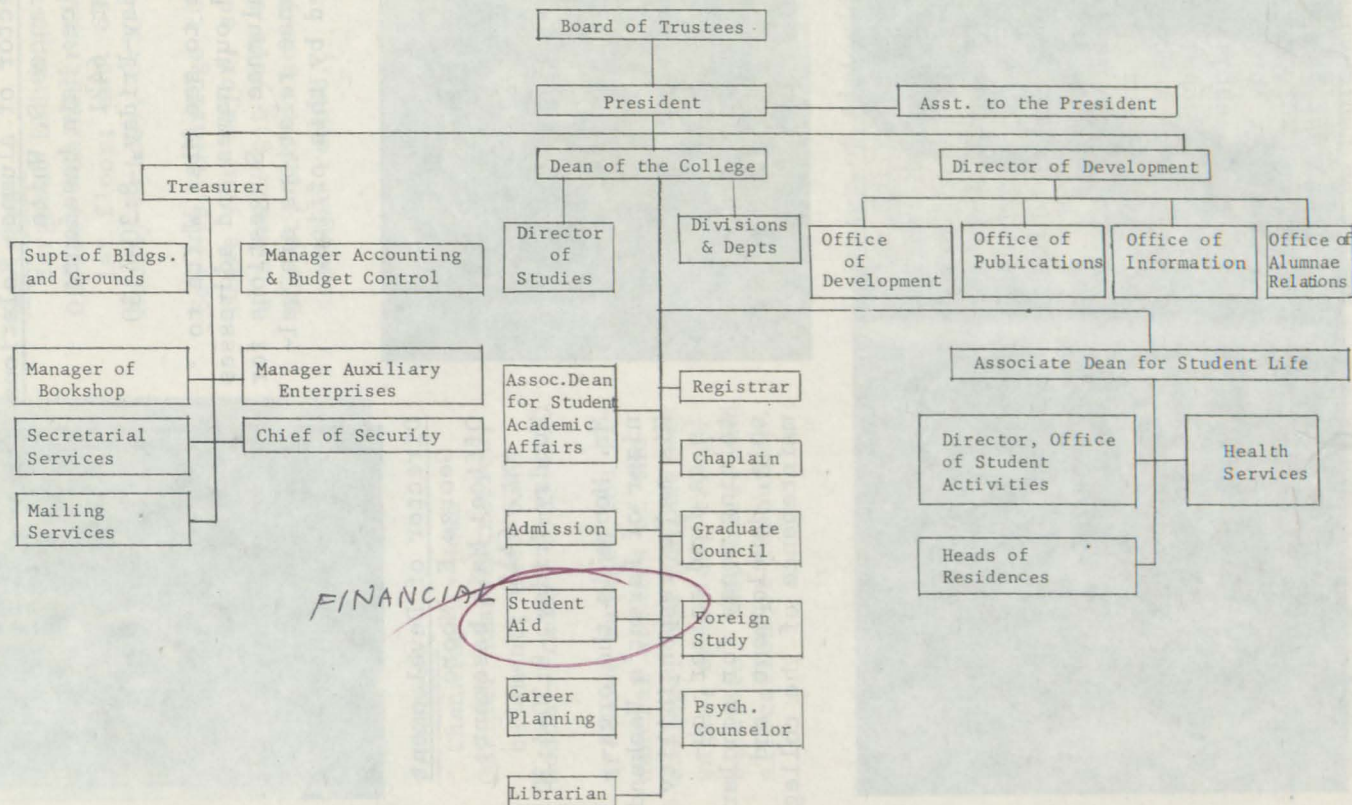
Office: Main basement;
ext. 6411

Monday-Friday, 8:30-4:30

Mr. Moore is the organizer of Parent's Weekend. His major responsibility is as fund raiser, obtaining money for scholarship, development, and maintenance of the college.



ADMINISTRATIVE ORGANIZATION
HOLLINS COLLEGE
March 1974



governance



HONOR AND COMMUNITY TRUST

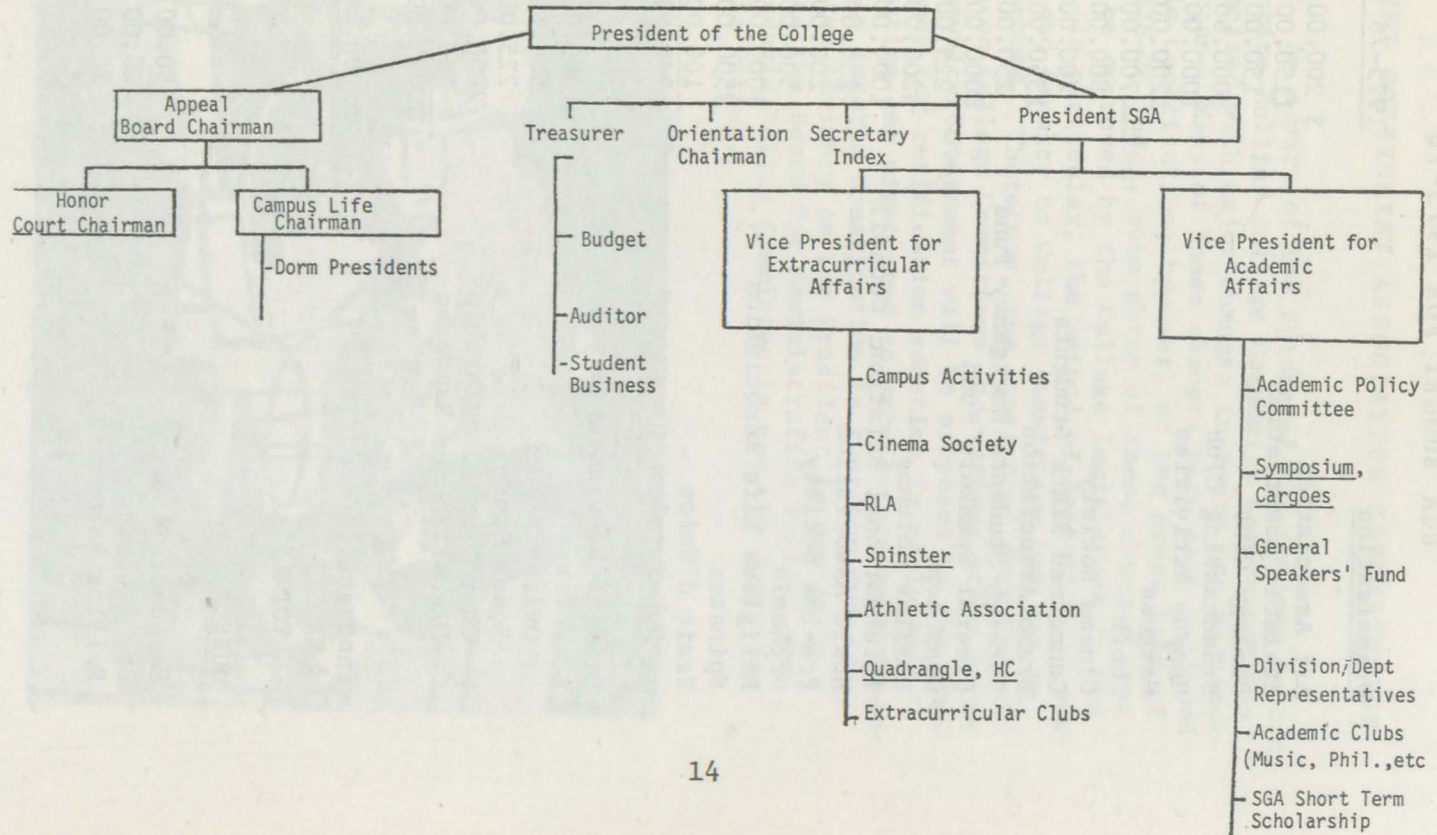
Choosing to be a member of the Hollins community involves a decision that reaches deeper than the written contract. Implicit in the community bond are basic standards of honor and trust. They are embodied in the Honor and Community Trust systems: Honor Court and Campus Life Committee. Under the Honor System, the basic integrity of each student is respected and expected. The Campus Life Committee preserves the spirit of the Community Trust which is founded on cooperation and responsibility. The vitality and preservation of these structures, however, depend solely upon the spirit of each individual within the Hollins community.

Action is imperative. Every student is expected to act upon any violation of the Honor and Community Trust System. Lying, cheating, and stealing are violations of the Honor Court, and are defined as follows:

- 1) Lying includes intent to deceive, covers all official statements made to administrative officials, a member of the faculty, or any student.
- 2) Cheating includes the giving or receiving of any unauthorized aid on any form of academic work. Plagiarism is defined as copying the language, structure, ideas, and thoughts of another author and passing it off the same as one's original work.
- 3) Stealing includes taking of personal or institutional property without the consent of the owner. Also, it includes obtaining money under false pretenses.

Honor Court deals with cases of lying, cheating, and stealing. Campus Life Committee deals with social infractions (i.e., parietals) within the community. Each student has the responsibility to take action within the community through the appropriate courts.

SGA



SGA BUDGET FOR 1975-76

<u>Organization</u>	<u>1975-76 Budget</u>
Art Association	\$ 200.00
Athletic Association	1150.00
Biology Club	150.00
Broadcasting Club	1000.00
Campus Activities	1000.00
Cargoes	1200.00
Choir	700.00
Cinema Society	800.00
Concerned Black Students	200.00
Drama Association	1350.00
Foreign Students Emergency Fund	250.00
General Speakers Fund	6000.00
Grapheon	225.00
Hollins Columns	3200.00
International Relations Council	1000.00
Music Association	250.00
Pre-Law Society	200.00
Orchesis	500.00
Religious Life Association	1000.00
Spinster	9500.00
Trait d'Union	100.00
Sub-Total	<u>\$29,975.00</u>
Student Government Association	
Index	\$1000.00
Orientation	500.00
Honor Court	225.00
Short Term Scholarship	2800.00
Miscellaneous Expenses	500.00
	<u>\$5025.00</u>
Innovative Fund (IF)	<u>\$5000.00</u>
TOTAL	\$40,000.00
<u>DUES</u>	
Resident Students	\$50.00
Day Students	20.00
Hollins Abroaders	25.00

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Note: As a part of the Future of the College Report, the entire Hollins College Community Government was reorganized with major changes in every decision-making organ. Many of these changes have been included in this Constitution; however, at the press time of the 1975-76 Index, some parts of these changes must still be approved by the College Legislature in the fall. In particular, the method of selection of students and faculty to College committees has yet to be approved. Therefore, the section of this Constitution on College Committees and various other parts of Community Government will be proposed to the student body for ratification sometime in early fall. Information one might need to know before understanding this interim Constitution is that the former Committee Advisory to the President is now to be known as the Board for Administrative Policy, and the Academic Policy Committee is now the Board for Academic Policy.



sga constitution

Article I. Purpose

The purpose of the Student Government Association is to provide a means by which students can consider issues, formulate policy, and carry out programs in areas of student and community concern. Further, the Association seeks to provide the student body with a flexible framework for self-governance and to stand as a guardian of student rights. Recognizing that students must accept responsibility in a dynamic educational system, the Association, therefore, seeks to provide extended channels of communication, increased areas of cooperation, a varied offering of co-curricular programs, and a greater acceptance of shared community responsibility between faculty, administration, and students. All Student Government programs and actions are subject to the ultimate authority of the Board of Trustees.

Article II. Membership

All undergraduate students of Hollins College shall be members of the Student Government Association with all rights, privileges, and obligations thereof. All members of the Student Government Association are required to sign the Hollins Honor Pledge and to pay Student Government dues. They shall be responsible for knowledge of all Student Government regulations and of all action taken at the meetings of the Student Senate.

Article III. Organization

Section 1 - Officers

A. Nominations. Any student may designate any member of the Student Government Association or herself as a nominee for election to an all-campus office. Each nomination must be signed by the nominee and must be presented in writing to the Secretary of the Association. Each nomination must also be accompanied by a recent photograph and election statement.

B. Elections. All regular elections shall be held before May 1. A majority of the body which will be represented will comprise a quorum with a majority vote required. The Secretary of the Association will supervise the all-campus and class elections according to a plan approved by the Coordinating Council. All officers of the Association shall serve for a term of one year or until such time as either they are re-elected, their successors are installed, or they are recalled. All class officers or representatives shall serve from September through May. If a vacancy occurs before the end of the term of office, the President of the Association, with the approval of the Coordinating Council, shall make a temporary appointment until an election can be held. Campaigning shall be encouraged anywhere on campus according to Publicity Committee and Hollins College rules.

C. Duties.

1. The President of the Association shall

- serve as a member of the College Legislature, the Coordinating Council, and the Student Senate
- be Chairman of the Coordinating Council
- coordinate the activities of the Orientation Chairman, Treasurer, and Secretary of the Association
- serve on the Board for Administrative Policy
- serve as a student liaison to the Board of Trustees
- be an ex-officio member of all student committees
- perform all other duties usually pertaining to the Office of the President

2. The Vice-President for Academic Affairs shall

- serve as a member of the College Legislature, Coordinating Council, and the Student Senate
- serve as an ex-officio member of the Board for Academic Policy and the Student Committee on Academic Policy
- serve as Chairman of a council composed of the divisional and departmental representatives which will undertake projects to promote student academic interests

- serve as Chairman of the Short Term Scholarship Committee
 - conduct elections for student representatives from departments and divisions
 - coordinate those organizations within the Student Government Association which involve academic interests including Student Academic Policy, General Speakers' Fund, Symposium, Cargoes, Hollins Columns, Academic Clubs, and Divisional and Departmental representatives
3. The Vice-President for Extracurricular Affairs shall
 - serve as a member of the College Legislature, Coordinating Council, and the Student Senate
 - serve as Chairman of the Student Senate
 - serve on the Board for Community Life
 - initiate and organize extracurricular programs for the members of the Student Government Association
 - coordinate those organizations within the Student Government Association which involve extracurricular activities including the Campus Activities Committee, Religious Life Committee, the Concerned Black Students, the Athletic Association, the film associations, and the Spinster
 - supervise the Student Government Association Publicity Committee
 4. The Secretary of the Association shall
 - serve as a member of the Student Senate and Coordinating Council
 - serve as a non-voting member of the College Legislature
 - serve as correspondent with member of the SGA who are on exchange or foreign study programs
 - perform all other duties usually pertaining to the Office of the Secretary
 5. The Treasurer of the Association shall
 - serve as a member of the Student Senate and Coordinating Council
 - serve as a non-voting member of the College Legislature
 - serve as a member of the Short Term Scholarship Committee
 - serve as Chairman of the Budget Committee
 - serve as principal financial agent for the Association and distribute funds in accordance with the budget approved by the Student Senate
 - collect all revenue of the Association and have the power to deny all privileges of membership in the Student Government Association to any student who has not paid her dues
 - coordinate the activities of the student auditor and student business committee
 - receive all written requests for extra budgetary allotments of Student Government Funds exceeding twenty dollars (\$20.00). Such allotments shall be granted upon a majority vote of the Coordinating Council
 6. The Chairman of Honor Court shall
 - be a member of the College Legislature, the Student Senate, and the Coordinating Council
 - call and preside at all meetings of Honor Court
 - be responsible for introducing new students to the Honor System and supervising the signing of the Pledge
 - be responsible for guaranteeing student rights with regard to due process during all Honor Court proceedings
 - be responsible for insuring that, in her absence, an acting Honor Court Chairman is chosen and that this appointment is conveyed to the SGA President and the Associate Dean for Student Life
 - be responsible for insuring that a majority of the Court is on campus until the end of the exam periods
 7. The Chairman of the Appeal Board shall
 - serve as a member of the Student Senate
 - serve as a non-voting member of the College Legislature
 - call and preside at all meetings of the Appeal Board
 - serve as one of the student members of the Committee on Academic Grievances

8. The Chairman of the Campus Life Committee shall
 - serve as a member of the College Legislature, the Student Senate, and the Coordinating Council
 - call and preside over all meetings of the Campus Life Committee
 - insure that the dormitories elect their Dormitory Life Committees during the first three weeks of the fall term
 - live in college housing
9. The Chairman of Student Academic Policy shall
 - serve as a member of the College Legislature, the Student Senate, and the Coordinating Council
 - serve on the Board for Academic Policy
 - call and preside over all meetings of the Student Academic Policy Committee
 - be responsible for the independent exam system, the publication of the Course Critique, and the course description supplement
 - serve as one of the student members of the Committee on Academic Grievances
10. The Chairman of Religious Life Association shall
 - serve as a member of the Student Senate and Coordinating Council
 - serve as a non-voting member of the College Legislature
 - serve as Chairman of all the activities of the Religious Life Association
 - serve on the Board for Community Life
11. The Chairman of Campus Activities shall
 - serve as a member of the Student Senate and the Coordinating Council
 - serve as a non-voting member of the College Legislature
 - serve as Chairman of all the activities of the Campus Activities Committee
 - serve on the Board for Community Life
12. The Chairman of the General Speakers' Committee shall
 - serve as a member of the Student Senate and the Coordinating Council
 - serve as a non-voting member of the College Legislature
 - select the student members of the General Speakers' Committee
 - call and preside over the meetings of the Committee
 - administer the General Speakers' Fund in accordance with the decisions of the Committee
 - serve on the Board for Community Life
13. The Chairman of Orientation shall
 - serve as a member of the Student Senate and Coordinating Council
 - serve as a non-voting member of the College Legislature
 - coordinate the yearly orientation program with the President of the Student Government Association, and the Deans of the College
 - supervise the activities of the Student Index Committee
 - appoint the members of the Orientation Committee subject to the approval of the Coordinating Council
 - serve as President of the Freshman Class and the Freshman representative to the Board for Administrative Policy until their officers are elected
14. The Chairman of the Athletic Association shall
 - coordinate activities for intra-mural athletics

D. Recall. The initiation of procedure for removal from office by recall of any Student Government Association officer for neglect of duty may be made by submitting a written petition to the Secretary of the Association signed by ten percent of the body which elected her. The Coordinating Council will review the reasons for such actions. The officer being considered for recall may defend her position either through a forum of that body which elected her or through a written statement distributed to members of that body. A vote of the body she represents will then be taken, with at least fifty percent of the members of that body casting votes for the election to be valid. If a majority (fifty percent plus one vote) votes in favor of recall, the officer will be removed from office immediately and new elections held.

Section 2 - Meetings

A. The Coordinating Council will meet at least bimonthly. Other meetings will be called at the discretion of the Chairman.

B. Two-thirds of the members of an organ of the SGA, with the exception of the Honor Court, constitute a quorum.

Section 3 - Organs of the Student Government Association

A. Coordinating Council

1. Functions. The Coordinating Council shall be vested with executive powers of the Association. The executive branch shall have the power and responsibility to coordinate the activities within the Association, and among the Association, the Faculty, and the Administration; to consider amendments to this Constitution presented in writing before they are offered to the Association; to review and approve the Constitution of every existing and future campus organization as a prerequisite for SGA financial allotments; and to perform any other executive duty necessary to carry out the powers and responsibilities assigned or assumed. It shall have the responsibility to create ad hoc committees or work as a committee of the whole in order to best research, organize, and promote legislation. The Coordinating Council shall appoint delegates to conferences dealing with matters pertaining to student government. It shall suggest nominees for Chief Marshal and the other Academic Marshals to the Administration.

2. Membership. The Coordinating Council shall be composed of the following:

- The President of SGA
- The Vice-Presidents of SGA
- The Secretary of SGA
- The Treasurer of SGA
- The Chairman of Honor Court
- The Chairman of the Campus Life Committee
- The Chairman of the Student Academic Policy Committee
- The Chairman of the Religious Life Association
- The Chairman of Campus Activities
- The Chairman of the General Speakers Committee
- The Chairman of Orientation
- The four Class Presidents
- The Hollins Columns and Spinster Editors shall serve as non-voting members

3. Committees.

- a. The Index Committee shall edit and publish the Hollins Index. The Chairman of the Committee and the members of the Committee shall be chosen by the Coordinating Council. The Orientation Chairman will coordinate the work of this Committee in conjunction with the Vice-President of Extracurricular Affairs.
- b. The Publicity Committee shall coordinate and display all publicity for the Student Government Association. The Chairman of the Publicity Committee shall be appointed by the Chairman of the Coordinating Council with the approval of the Coordinating Council. Members of the Committee shall be appointed by the Chairman of the Committee with the approval of the Chairman of the Coordinating Council. The Vice-President for Extracurricular Affairs will coordinate the work of this Committee.
- c. Orientation Committee shall plan and supervise, in conjunction with the faculty and the administration, the freshman and transfer orientation program. The Chairman, who shall be elected by the general Association, shall appoint the Committee members subject to the approval of the Coordinating Council.

B. College Legislature

1. Function. The College Legislature is the legislative body of the Community Government and consists of faculty, administration, alumnae, and students. The principal responsibility of the College Legislature is the formulation and implementation of academic policy. Although always subject to review by the Board of Trustees, the College Legislature prescribes requirements for admission, courses of study, conditions for graduation, and procedures for the conduct of academic work.

2. Membership. All teaching members of the faculty whose appointments are for half-time or greater, administrative personnel whose membership the President deems essential to the fulfillment of their duties, two members of the Alumnae Association and student representatives

are members of the College Legislature. Students comprise one-fourth of the total membership, and the Student Government Association representatives shall be elected.

C. Student Senate

1. Function. All legislative powers of the Association shall be vested in the Student Senate. It shall be its duty to consider all matters presented to it by the Coordinating Council or a member of the student body.

2. Legislative authority and procedure for overriding a veto. The legislative powers shall extend to all matters concerning student social life and budgetary affairs within the control and responsibility of the Association. Legislation passed must be approved or vetoed by the President of the College within two weeks of his receipt of the legislation. Social legislation approved by the President shall become effective at the time stipulated by the Legislature. Legislation vetoed by the President shall be accompanied by a written or oral statement concerning his decision. Any vetoed legislation may be reconsidered by the Senate 90 days (summer included) following the veto. If such legislation is passed by three-fourths of the members of the Student Senate, it shall be returned to the President of the College. If the legislation is vetoed again, it may be reconsidered by the Senate in the next academic year. If the legislation is passed again by three-fourths of the members of the Student Senate, it shall become law.

3. Organization.

a. Membership. The Student Senate shall be composed of the voting members of Coordinating Council, the voting members of the College Legislature, the Appeal Board Chairman, and the Chairman of the Athletic Association, with no person possessing more than one vote. The Hollins Columns and the Spinster editors shall serve as non-voting members.

b. Officers.

1) The Chairman of the Student Senate, the Vice-President for Extracurricular Affairs, shall call and preside at all meetings. She shall make all those appointments indicated in the Constitution and shall establish any committees deemed necessary by the Student Senate.

2) The Vice-Chairman of the Student Senate shall be elected by the Student Senate and shall assume the duties of the Chairman in the absence of the Chairman. She shall be in charge of communicating the agenda to the Senators. Also, she shall be responsible for recording all petitions and bills presented to the Student Senate and keeping the minutes.

3) The Parliamentarian and the Student Auditor will be appointed by the Chairman of the Student Senate, subject to the approval of the Student Senate.

c. Meetings. Meetings shall be called and chaired by the Chairman. A legislative meeting may also be called at any time upon petition of one hundred members of the student body. Two-thirds of the Student Senate comprise a quorum and the decisions shall be by a majority vote.

d. Referenda. A referendum shall be sponsored by the Student Senate on any matter considered by the Senate upon written request of ten percent of the membership of the General Association or a majority vote of the Student Senate. If the request is for a binding referendum, either two-thirds of the Association must vote in agreement with it, or a majority vote of the Association and a majority vote of the Student Senate must support it.

e. Committees of the Student Senate.

1) Student Academic Policy. The Student Academic Policy Committee shall be composed of the Chairman of Student Academic Policy, those remaining student members of the Academic Policy Committee, and any student appointed by the matters concerning student academic life, shall administer the independent exam system, shall publish the Course Critique and course description supplement. The members shall remain on campus until the end of the exam period.

2) Ad Hoc Committees can be appointed at the discretion of the Senate.

D. Class Organization. The student body shall be divided into four classes: freshman, sophomore, junior and senior. Membership in the classes shall be determined by the year in which the student will be graduated. The officers of the classes serve to promote the interests and activities of their class. There shall be at least two elected officers in each class. These shall be a President and a Vice-President. Class representatives to Honor Court, Campus Activities, Athletic Association, the Religious Life Association, Academic Policy, Committee Advisory to the President, Appeal Board, Committee on Admission, and the Committee on Financial Aid shall also be elected in the spring of each year according to a plan submitted by the class presidents to the Coordinating Council. The Chairman of Orientation shall serve as President of the Freshman Class until elections for that class can be held no later than the first week in November.

E. Dormitory Organization. The organization of the dormitory consists of the Dormitory Presidents who are under the direction of the Campus Life Committee Chairman. See Article IV, Section 3, B.

F. The Judicial Branch. The Judicial Branch consists of the Honor Court and the Campus Life Committee. See Article IV.

Article IV. Honor and Community Trust System

Section 1 - Purpose

The Student Government Association strives to instill honor and trust as the basis of community life. When violations do occur, they are adjudicated by the Judicial Branch which is composed of Honor Court and the Campus Life Committee. Lying, cheating, and stealing are violations of the Honor System and are dealt with by Honor Court. Infractions of the regulations of the Student Government Association and of the College are breaches of the Community Trust System and are dealt with by the Campus Life Committee. The Honor and Community Trust System serves the entire Association; every member of the SGA is bound by the Hollins pledge which she signs within her first six weeks at Hollins. The signing of the pledge only indicates a symbolic support of a commitment previously made when the student entered Hollins. Every student is bound by the pledge upon her arrival. It is this total commitment which makes the Hollins College community one of honor and trust. Every student has the right to report any violation to the appropriate court.

Section 2 - Honor Pledge

The basis of life at Hollins is honor and trust. I, as a student pledge to conduct myself in an honorable and trustworthy manner and to abide by the rules of the College. The court system is set up to enforce the rules, that is, to deal with all matters of conduct bearing on honor and community trust. Honor Court handles breaches of honor: lying, cheating, and stealing. Campus life handles violations of community trust: social regulations and security measures. I understand that my responsibility to the Honor and Community Trust System is as follows when an Honor Offense, Security Violation, and Social Violations occur.

A student is expected to:

- a) report herself to the proper court
- b) ask another to report herself for a violation
- c) report the violation to the proper court if the student who is asked to report herself does not do so
- d) handle the violation with the assistance of a College Administrator, AID, or other appropriate person.

I, _____, place myself under the Honor and Community Trust System of Hollins College. I understand that a plea of ignorance will not excuse me in this matter.

Section 3 - Judicial Powers

All cases involving violation or the charge of violation of a national, state or local law, as well as any case resulting from problems of health, will be dealt with exclusively by the Administration.

Section 4 - Organization

A. Honor Court

1. Composition. The members of Honor Court shall be a Chairman and two representatives from each class. The Chairman shall be elected by the Association and the Vice-Chairman and Secretary shall be elected by the members of the Court. Substitute members shall be the first alternates in the second slate election of Honor Court. The members shall remain on campus until the end of each examination period.

2. Proceedings

a) Reporting a violation. Any member of the faculty, administration, staff or student body may report a student for an honor offense to a member of the Court or the Chairman. If the accused has not reported herself, the Chairman shall notify her in writing at least twenty-four hours before the commencement of the hearing of both the charges against her, and the possible penalties which could result from conviction.

b) Rights of the Accused Student

1. The student accused of an honor offense must be informed in writing of the charge at least twenty-four hours before she is asked to appear before the Court. A statement of the range of possible penalties shall be provided.

2. The accused has the right to be present during the presentation of all the evidence pertaining to the case.

3. The accused has the right to cross-examine all the witnesses called by the Court and to summon any witnesses for her own defense.

4. The accused may choose an advisor from the Association, the faculty, the administration, or staff, with exceptions of the Deans and members of the office of the President of the College.

5. The accused shall present her case and may call both material and character witnesses. Material witnesses shall be limited to first hand information, substantial opinions, and relevant facts. Heresay reports and unsupported opinions shall not be admissible. Character witnesses shall testify only to the character and reputation of the accused student.

6. If the accused chooses not to be present, prior to her own testimony, she shall be furnished with a summary of the testimony of the material witnesses, and the material evidence, and the identity of the witnesses.

c) Records. A permanent, confidential file of written reports shall be kept by Honor Court. In addition, all hearings shall be tape recorded and all tapes must be kept secure, and erased at the graduation date of the accused student. Copies of the decision shall go to the offender and to the President and to the Dean of the College. The reason for each decision and full evidence in each case shall be announced to the student body with names withheld. A yearly report shall be presented each Fall to the Student Senate and the Coordinating Council by the Chairman of Honor Court.

d) Decisions and Penalties. After the entire Court has discussed the case, a three-fourths vote of the Court shall be required to determine the guilt of the accused. The Chairman of the Court shall not vote except in the case of a tie. The Court shall then reach a decision on a penalty. A prior Honor Court record of a student may have a bearing on the court decision of penalty. A three-fourths vote shall be required for a decision except when the penalty is suspension or expulsion, in which case a unanimous vote of the Court is required. The Chairman shall notify the accused of the decision of the judicial body as soon as possible. If the student is found guilty, the Chairman shall inform her of the penalty and explain the decision fully. The student must be given a written statement of her penalty. Sentences of suspension or expulsion shall be signed by the President of the College upon their presentation by the Court. The student who is suspended or expelled may not return to Hollins without the permission of the Dean of the College. No case shall be discussed outside the meetings of the Court until after a decision has been reached. Then the Court may answer questions concerning the case if it deems it advisable.

e) Penalties. The following are among the sanctions which may be imposed upon the students: admonition, warning, censure, fine, restitution, disciplinary probation, suspension, expulsion.

f) Advisor to the Court. The members of Honor Court shall appoint one faculty member to serve as the court's advisor for a three year term.

B. Campus Life Committee

1. Purpose. The purpose of the Campus Life Committee is twofold: 1) to insure compliance with dormitory guidelines and all campus rules and, 2) to adjudicate situations which cannot be handled by individual Dormitory Life Committees

or which do not fall within the jurisdiction of the Dormitory Life Committees.

a. Responsibilities of the Campus Life Committee. The Campus Life Committee shall have the following responsibilities:

- to aid the dormitories in creating effective ways to handle infractions of all-campus and dormitory rules
- to review and approve the proposals that the dormitories submit for methods of dealing with infractions of all-campus and dormitory rules

- to suspend the privileges of the dormitory when the dorm is ineffective in dealing with problems concerning its privilege
- to reinstate a suspended privilege when it is deemed advisable

b. Jurisdiction of the Campus Life Committee. The Campus Life Committee shall have jurisdiction over the following problems:

- infractions of all-campus rules occurring outside of the dormitory
- a third offense of any all-campus or dormitory rule occurring in the dormitory

- any case appealed from the dormitories based on severity of sentence

- any case in which the dormitory has declared itself incapable of handling

- any case in which the Dormitory President is involved

- to act as a liaison with the Administration in any case involving drugs or endangering life or property

The exact regulations will be published annually in the Student Index

2. Organization

a. The members of the Campus Life Committee shall be a Chairman elected by the Association and the President of each dormitory.

b. Duties of officers and members

1) The Chairman shall call and preside over all meetings of the Committee. The Vice-Chairman and Secretary shall be elected by the Committee. The Vice-Chairman shall call and preside over meetings in the absence of the Chairman.

2) The Dormitory President shall be elected after room drawing from among and by the residents who will live in the dorm the following fall. She must receive a vote of confidence six weeks into the fall semester by the residents of her dorm. If she fails to receive her dorm's endorsement, the Chairman of Campus Life will hold a new election. She shall serve as the chief student administrator in the dorm, serve on the Campus Life Committee, call dormitory meetings, serve as Chairman of the Dormitory Life Committee in her respective dorm, and plan programs that meet the interests and needs of the residents in her living unit.

a) The Dormitory President shall hold a meeting of the dormitory during the first week of each academic year to determine the specific rules of the dormitory. These rules shall be based upon the dormitory guidelines of the College. During the third week of each academic year she shall open nominations and conduct an election to establish the Dormitory Life Committee. This Committee shall have the power to legislate penalties up to but not including suspension for infractions of all-campus and dormitory rules and to adjudicate infractions of all-campus and dormitory rules when they occur in the dormitory. Their jurisdiction shall include the following: infractions of the drinking rule, male visitations, quiet hour, security rule and pet rule; excessive drinking; and violations of other regulations which individual dorms might create. Infractions of all-campus and dormitory rules occurring in a dormitory other than that in which the student lives will be handled by the Campus Life Committee. Until the Dormitory Life Committee is established, all infractions of all-campus and dormitory rules occurring in the dorm will be handled by the Campus Life Committee. The Dormitory President shall supervise the creation of other dorm bodies that are deemed necessary. She will insure that the procedures and rules are reviewed by the dormitory at the beginning of the second semester each year.

b) The Dormitory President shall plan programs that meet the needs and interests of the residing community and shall execute duties necessary for the functioning of the dorms (phone duty, kitchen supplies, etc.).

3. Procedures. When handling cases, the procedure of the Campus Life Committee including the rights of the accused, shall be the same as that of Honor Court with the following exceptions: the Administration shall be consulted in cases of conduct seriously endangering the life or property of the College, and the Chairman of Honor Court may be consulted when the Committee is hearing a case that involves lying, cheating, or stealing. If both Chairmen deem it necessary,

the Chairman of Honor Court may be asked to sit in on the case.

C. Appeal Board

1. Organization. The members of Appeal Board shall be a Chairman elected by the Association, and one representative elected from each of the four classes. The Chairman shall call and preside over the meetings of the Board, and the Secretary who will be elected from within the Board shall record proceedings and maintain a record of all appeals considered by the Board.

2. Jurisdiction of Appeal Board includes cases appealed from Honor Court and Campus Life Committee on the grounds of legal or procedural error and interpretation of the Constitution of the Student Government Association.

3. Procedure for appeal concerning legal or procedural error.

a. When a case is appealed from Honor Court or the Campus Life Committee, a hearing will be granted if the student feels a legal or procedural error has been committed and if a written request is presented to the Chairman within 72 hours after receipt of penalty or at any time when new evidence appears.

b. During consideration of the case, the Board may review the transcript of the original trial when it is deemed pertinent; the student and/or original Court Chairman may be called in for consultation or may request a hearing.

c. All decisions for mistrial shall be determined by a majority vote of the Board. The Chairman shall vote only in the case of a tie. All decisions of the Board shall be written and placed on file. Copies shall be sent to the student and the Chairman of the Court of original jurisdiction. The reasons for the decision shall be included in the report. All decisions shall be announced to the President of the College and to the student body. Names shall be withheld. No case shall be discussed outside the meetings of the Board.

d. Within twenty-four hours after a legal or procedural error has been declared, the Court of original jurisdiction shall meet to reconsider the case. The Chairman of Appeal Board shall sit in on the retrial for the purpose of consultation.

4. Procedure for Constitutional Interpretation

a. After the question of Constitutional interpretation has been submitted in writing to the Chairman or a member of the Board, the Appeal Board shall meet to rule on the question. Any person with pertinent legal knowledge may be called in for consultation.

b. A majority vote of the Board shall be required to make a ruling. The Chairman shall vote in case of a tie. All rulings shall be written and placed on file. Copies shall be sent to the student, the Chairman of the Student Senate, and to the President of the College, and all decisions shall be announced to the student body.

Article V. Finance

A budget system shall be maintained by the Student Government Association to control the expenditures of the Association. Dues of the Association shall be collected from each student by the opening of the College, the amount to be determined by the Budget Committee with the approval of the Student Senate. All those who have not paid by the due date will be billed a fine of five percent of the fee as an extra handling charge. The Budget Committee shall determine the budget of the Association and present it to the Student Senate for approval each spring. It shall review the books of all organizations under the budget system at least once a year. The Committee shall be composed of the Student Government Association Treasurer who shall serve as Chairman, the Student Auditor, the retiring SGA President, and the President-elect and Treasurer-elect of the Association, and three other members chosen by the Coordinating Council.

Article VI. Parliamentary Authority

Robert's Rules of Order (revised) shall govern the business procedures of this organization in all cases where they are applicable and where they are not in conflict with the Constitution of this organization.

Article VII. Amendments

Amendments may be proposed by any member or branch of the Association. Proposed amendments must be presented in writing to the Coordinating Council for consideration before Student Senate action. Written notice must be given to the Student Senators at least 7 days prior to Student Senate. The Student Senate by

a majority vote proposes the amendment to the Association, such amendment to become effective upon the approval of a majority vote of a quorum of one-half of the members of the Association and of the President of the College. Amendments proposed in but not recommended by the Student Senate may be submitted to a referendum upon petition of one hundred members of the Association and shall become effective upon the approval of a two-thirds vote of a quorum of one-half of the members of the Association and of the President of the College. Referendums on constitution question shall be called by the Vice-President of the Association within two weeks (vacation excluded) of Student Senate approval or of presentation of the petition.

An annual housecleaning shall be undertaken by the Chairman of the Student Senate and the Chairman of the Coordinating Council. Their recommendations are subject to the approval of the Student Senate and the President of the College.

STUDENT GOVERNMENT ASSOCIATION OFFICERS

President* Liz Conner

The President of the Association shall serve as a member of the College Legislature, the Coordinating Council, the Student Senate; be Chairman of Coordinating Council; coordinate activities of the Orientation Chairman, Treasurer, and Secretary of the Association; serve on the Board for Administrative Policy; be an ex-officio member of all student committees; and, perform all other duties usually pertaining to the Office of the President. Liz welcomes visits from all students and has the answer to questions concerning SGA.



Vice-President for Academic Affairs*

Fran Fagan

The Vice-President for Academic Affairs shall serve as a member of College Legislature, Coordinating Council, Student Senate; serve as an ex-officio member of the Board for Academic Policy and the Student Committee on Academic Policy; serve as Chairman of a council composed of the divisional and departmental representatives which will undertake projects to promote student academic interests; serve as Chairman of the Short Term Scholarship Committee; conduct elections for student representatives from departments and divisions; coordinate those organizations within the Student Government Asso. which involve academic interests including Student Academic Policy, General Speakers' Fund, Symposium, Cargoes, Hollins Columns, academic clubs, and divisional and departmental representatives.

Vice-President for Extracurricular Affairs*

Susan Schnider

The Vice-President for Extracurricular Affairs shall serve as a member of the College Legislature, Coordinating Council, and Student Senate; serve as Chairman of the Student Senate; serve on the Board for Community Life; initiate and organize extracurricular programs for the members of

the Student Government Association; coordinate those organizations within the SGA which involve extracurricular activities including the Campus Activities Committee, Religious Life Committee, the Concerned Black Students, the Athletic Association, the film associations, and the Spinster; and, supervise the SGA Publicity Committee.



Treasurer of SGA*

Susan Rosteck

The Treasurer of the Association shall serve as a member of the Coordinating Council and Student Senate; serve as a non-voting member of the College Legislature; serve as a member of the Short Term Scholarship Committee; serve as Chairman of the Budget Committee; serve as principal financial

agent for the Association and distribute funds in accordance with the budget approved by the Student Senate; collect all revenue of the Association and have the power to deny all privileges of membership in the SGA to any student who has not paid her dues; coordinate activities of the student auditor and student business committee; receive all written requests for extra budgetary allotments of the SGA funds exceeding \$20. Such allotments shall be granted upon a majority vote of the Coordinating Council.

Honor Court Chairman*

Missy Kilroy

The Chairman of Honor Court shall be a member of the College Legislature, the Student Senate, and the Coordinating Council; call and preside at all meetings of Honor Court; be responsible for introducing new students to the Honor System and supervising the signing of Pledge; be responsible for guaranteeing student rights with regard to due process during all Honor Court proceedings; be responsible for insuring that, in her absence, an acting Honor Court Chairman is chosen and that this appointment is conveyed to the SGA President and the Associate Dean for Student Life; and, be responsible for insuring that a majority of the Court is on campus until the end of the exam periods.



Honor Court Representatives

Senior	Anna Leake Kirkland Molloy
Junior	Anne Hillegass Linda Watkins
Sophomore	Susan Daniel Jan Taylor
Freshman	to be elected

Campus Life Chairman*	Suzy Joseph
Secretary of SGA*	Lynn Farrar
General Speakers Fund Chairman	Susie Canby
Chairman of Orientation	Jane Aiken

Dormitory Presidents:

Apartments	Be Merritt
Carvin	to be elected
East	Frances Sleeper
French House	to be elected
Main	Lynne Stephenson
Randolph	Mary Hook
Rose Hill	to be elected
Sandusky	to be elected
Starkie	Kathy Boyd
Tinker	Judy Durocher
West	Dudley Wood

Student Academic Policy Committee

Chairman*	Mary D. Bennett
Senior:	Kit Shackelford
Junior:	Jean Good
	Jenette Kerr
Sophomore:	Terry Conner
	Martha McCullough
Freshman:	to be elected

Athletic Association

President	Melissa Kennedy
Treasurer	Lisa Cancelmo

Religious Life Association

Chairman*	Kathy Forbes
Vice-Chairman	Susan Harlow
Secretary-Treasurer	Suzanne Methven
Study Chairman	Jean Good
Worship Chairman	Lois Strother
Service Chairman	Rhea Stewart

Class Officers

Senior

President	Jo Dudek
Vice-President	Kathryn Carter
Secretary-Treasurer	Ellen Givens

Junior

President	Amy McConkey
Secretary-Treasurer	Lisa Cancelmo

Sophomore

President
Vice-President
Secretary-Treasurer

Andrea Welsh
Ruth Hoerr
Alexandria Stathakis

Organization Presidents

Art Association
Athletic Association
Broadcasting Club
Campus Activities
Choir
Cinema Society
Concerned Black Students
Drama Association
Foreign Students Emergency
Fund
General Speakers Fund
Grapheon Society
International Relations
Council
Music Association
Orchesis
Orientation Committee
Pre-Law Society
RLA
Trait d'Union
Biology Club

Janet Taylor
Melissa Kennedy
Jody Walton
Amy Walker
Mary D. Bennett
Anne Kail
Carol Harris
Susan Larson
Angel Abraham

Susie Canby
Charlotte Mears
Andrea Moore

Kit Shackelford
Renée Pérez
Jane Aiken
Alexandria Stathakis
Kathy Forbes
Kristine Bull
Rhea Stewart

Editors

Cargoes
Hollins Columns
Spinster

Barbara Birge
Ruth Primm
Julie Robinson

"... There's a certain
humanity here. Hollins is
kind."

*indicates membership on Coordinating Council

HOLLINS COLLEGE BOARD OF TRUSTEES

The Board is composed of twenty-four members and three representatives of the Alumnae Board. Currently, there are seven alumnae serving as Trustees.

Mrs. Osbourne O. Ashworth	Richmond, Virginia
Mrs. William Donald Bain, Jr.	Spartanburg, S. C.
Mr. Frank Batten	Norfolk, Virginia
Mr. Edward B. Benjamin, Jr.	New Orleans, La.
Mrs. Gardner W. Bond, Jr.	Bedford, Virginia
Mr. Carter L. Burgess	Pelham Manor, N. Y.
Mrs. Leslie Cheek, Jr.	Richmond, Virginia
*Mr. Robert B. Claytor	Roanoke, Virginia
Mrs. George Cochran	Staunton, Virginia
Mr. A. Paul Funkhouser	Jacksonville, Fla.
Mr. John S. C. Guest	New Canaan, Conn.
Mrs. Otto Haas	Ambler, Pennsylvania
Mr. John W. Hancock, Jr.	Roanoke, Virginia
Mrs. James F. Hoge	New York, New York
Mr. W. Bolling Izard	Roanoke, Virginia
Mrs. Lee M. Kenna	Charleston, W. Va.
Mr. Andrew K. Marckwald	Far Hills, N. J.
Miss Marianne H. Micks	Alexandria, Va.
Mrs. Mary Moody Northern	Galveston, Texas
Mr. Frank W. Rogers, Jr.	Roanoke, Virginia
Mrs. Dalton D. Ruffin	Winston-Salem, N. C.
Mr. Stuart T. Saunders	Richmond, Virginia
Mr. Ivor D. Sims	Bethlehem, Pa.
Mr. J. Harvie Wilkinson, Jr.	Richmond, Virginia
*Chairman of Board of Trustees	

THE BOARD OF DIRECTORS OF THE ALUMNAE ASSOCIATION is composed of 12 Directors, 3 Officers, and 3 Alumnae Trustees. The Alumnae Board manages the affairs of the Association subject to final approval of the Association. The Board meets three times a year at the College: fall, mid-winter, and late spring.

President: Susan Eaves Otter (Mrs. John Martin, III)
 AB 59
 1185 Park Avenue
 New York, New York 10028

essentials

hollinslang

d.a. sheet: the
announcement sheet

aid: aid in
dormitory

the bar: the snack bar,
literary hub of the south

black book: where
you to to find out
what other 5 events
conflict with the one
you have scheduled

all-nighter: the
night before a
20-page paper is
due or a tough
exam scheduled

suitcase syndrome: the
monday through friday
student

sao: the student
activities office

the strip: william-
son road

gdr: green drawing
room

siberia: the parking
lot you'd walk a mile
for

hal: hollins abroad london

hap: hollins abroad paris

REGULATIONS AND INFORMATION: ACADEMIC

Students are responsible for regulating their attendance at classes. Their practice in this matter is, however, subject to the policies of individual faculty members in regard to cuts. As a matter of college policy, students are expected to attend classes regularly.

A student must take full responsibility for making up work missed as a result of absence. If the absence is unexcused, the instructor is under no obligation to assist the student in making up the work.

If deemed necessary, a student may take unlimited absences for the following reasons:

- 1) Illness of the student. Written confirmation must be presented by the College Infirmary or the attending physician. Appointments with dentists, oculists, and physicians for general physical examinations will not be accepted as adequate excuses.
- 2) Serious illness or death of a member of the student's family.
- 3) College business, subject to the regulation concerning scholastic requirements for leaving campus.
- 4) Organized field trips.

If a student absents herself without adequate excuse from an announced written exam, she will receive no credit without the privilege of making up the written.

Students may, with the permission of the instructor and the Dean, change temporarily from one section of a class to another to make up work missed during excused absences. Otherwise, students may not attend any section of their class other than their own.

Students are expected as a matter of courtesy to wait for an instructor at least twenty minutes after the beginning of the class period. If the instructor has not arrived by that time and has made no arrangements for the work of the class, students are at liberty to leave.

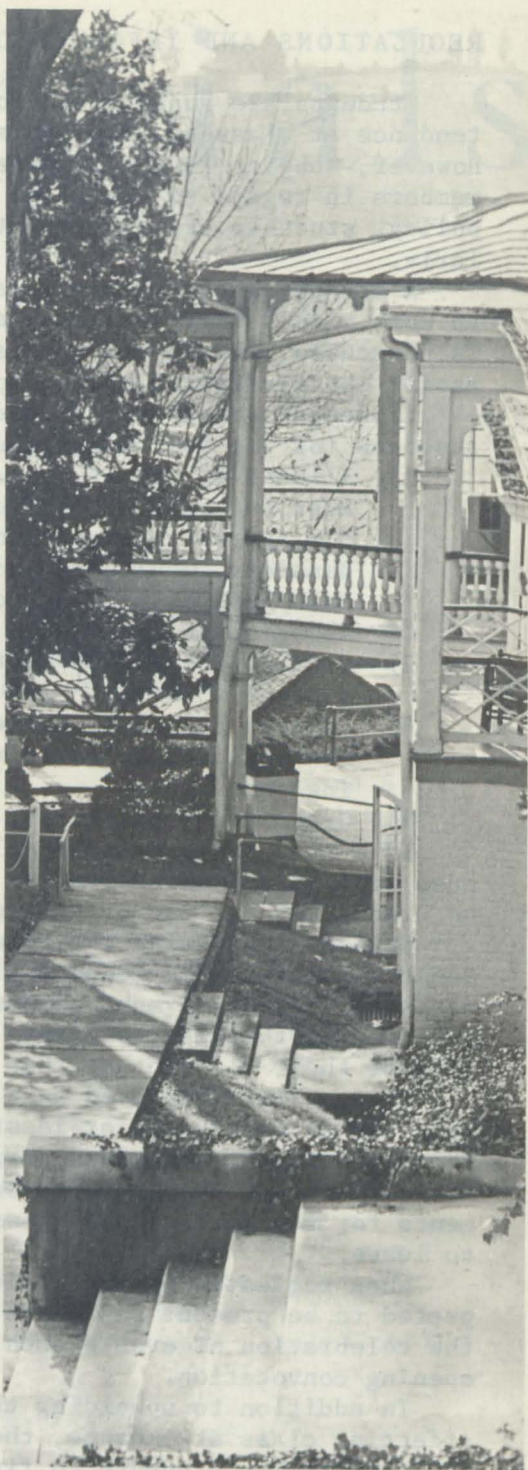
When requested by the college, all students are expected to be present on campus and to participate in the celebration of events such as Founder's Day and opening convocation.

In addition to upholding the general regulations affecting class attendance, the Physical Education Department limits students to five absences per term. Not

more than three absences may be taken in a division. In the winter division, not more than two absences may be taken in either term. Disregard of this rule will result in no credit.

All absences caused by suspension from the college shall be considered unexcused. No academic work missed during the period of suspension may be made up at Hollins College. Courses dropped or not completed by a suspended student are recorded on her record in the Registrar's Office without grade penalty.

Consult the College Catalogue for information concerning credits and related matters.



FACULTY RESPONSIBILITIES TO STUDENTS:

The following statements are excerpted from Section D (Responsibilities of the Faculty), Section G (Major Academic Regulations), of the Faculty Handbook, and resolutions of the College Legislature.

General Responsibilities:

The responsibilities of a faculty member arise from the College's purposes as an institution of higher learning. Classroom teaching is only one of these responsibilities, although the most important one. In addition, a faculty member is obligated to maintain and advance his professional standing and to discharge such other duties, including administrative ones, as are appropriate to his rank and position. . . (D-1)

Absence from Class:

Each faculty member who finds it necessary to absent himself from a scheduled class is expected to report this fact in advance to his chairman. . . and to detail the arrangements he has made for carrying on classwork in his absence. (D-2)

Syllabus:

The instructor is required to give to the students during the first week of classes a written syllabus indicating the intent and scope of the course, the amount of work expected, and if possible the relative importance of quizzes, papers, presentations, etc., in determining the final grade. The syllabus is subject to reasonable change upon adequate notice of the instructor or upon agreement between the instructor and the students.

Examinations:

Each member of the faculty is expected to be present during reading periods and examinations for as long as College duties require this attention. Office hours should be observed during these periods. . . (D-2)

It is expected that by the end of each course one of the following means of evaluation will be used:

- 1) A final exam that may count up to 60% of the term grade.
- 2) A major term paper or major final report.
- 3) A take-out examination given by the instructor.
In this case:
 - a) The examination shall not be given out to students before the beginning of the examination period.
 - b) The examination shall occupy not more than three hours' time to complete.
 - c) It shall be due no later than the conclusion of the scheduled examination period or earlier than the time scheduled for it by the Registrar.
 - d) The take-out examination should not require preparation on the student's part in excess of that normally expected for a three-hour examination.
- 4) An examination taken under the independent examination system under regulations outlined in the Student Handbook. Instructions regarding faculty responsibility under this system are made available prior to each exam period.

Faculty members may not give students permission to alter their examination schedules: changes in these schedules may be secured by permission from the Associate Dean for Student Academic Affairs.

Faculty Promotion and Appointment Criteria (from Faculty Handbook C-1):

The primary considerations bearing on the decision to appoint or to promote a member of the faculty are as follows:

- 1) Teaching: The most important responsibility of a member of the Hollins College faculty is good teaching. To discharge this responsibility the faculty member must be able by precept and example, both in and out of the classroom, through formal instruction and individual advising, to arouse the intellectual curiosity of students,

transmit knowledge to them, to assist them in developing skill and mastery of their subject matter and in developing their critical faculties. A teacher's performance shall be measured by the observations of his colleagues, by his current students and alumnae, by general reports received by officers of the administration and by the performance of the students both while they are at Hollins and afterwards.

- 2) Scholarship: Faculty members are also expected to show scholarly promise and performance. This expectation not only derives from the basic purposes of the College which include the advancement of knowledge but also from an appreciation that sound scholarship is a most important foundation of good teaching. Scholarly research and publication provide an objective measure of that continuing intellectual vigor and growth which are the basis of excellence in teaching. The quality of individual performance shall be a measure in the fine arts and in other fields where there is a relationship between performance and professional development. While these are the principal measures of accomplishment, the College will not ignore other evidence of such qualities among which are included the faculty member's activity and standing in professional societies and other professional endeavors and special recognitions granted him by his peers.

For permanent appointment to the Hollins faculty, a faculty member's record must be a consistent one of good teaching and of scholarship. That record must reveal a continuing commitment to professional growth.

Other Considerations Influencing Appointment and Promotion:

Excellence in a faculty member often manifests itself in spheres outside strictly academic or professional pursuits. The following considerations, while not decisive, have some weight in appointment and promotion of faculty members when they are relevant:

- 1) Service to the College: The effective operation of the College requires that faculty members participate as fully as possible in its administration.
- 2) Community Service: Faculty activity outside the College community can contribute to the strength of the community and the College, and can cement

good relations between the two.

- 3) The Departmental Situation: The possibility of appointment or promotion to a given rank is conditioned by the grouping of ranks within any given department and by the pattern of distribution of rank in the faculty as a whole. Promotion and tenure therefore will depend not only on the qualifications of the individual but also to some extent on the availability of professional posts at any given time.

Advising: (from Faculty Handbook, G-1)

Academic advising is carried out by faculty and administrative advisers. New students are assigned by the Dean to selected faculty who serve as advisers during the freshman and sophomore years, or until the student selects a major. When the major is chosen, the chairman of the department in which the student specializes will assign her an adviser in the department. Normally, the assigned department adviser will continue in that capacity until the student graduates.

Advanced Placement: (from Faculty Handbook, G-1)

A department may, at its discretion, grant college credit for an advanced placement course when a score of 3, 4, or 5 has been achieved on the College Board Advanced Placement Tests. Departments may also require an additional examination before granting such credit.

Academic Probation:

Resident students who earn less than twelve credits in either the fall or spring semester are placed on academic probation for the subsequent semester. In addition, freshmen must accumulate at least twenty-eight credits, sophomores sixty credits, and juniors ninety-six credits, to remain in good standing.

Any post-freshman who has been on probation for two successive semesters shall have her case reviewed by the Dean who shall consult with the student's adviser and instructors as necessary. Except in unusual circumstances, such a student will be asked to withdraw from the College. Special cases and exceptions are dealt with by the Committee on Student Academic Affairs.

Auditing: (from Faculty Handbook, G-2)

A student must obtain the permission of the instructor in any course she attends as auditor. Audited courses will be noted on transcripts only if the student registers for the course during the first two weeks of a term, and if the instructor notifies the Registrar at the end of the term that such auditing continued throughout the term.

Course Preparation: (from Faculty Handbook, G-3)

Students are expected to spend, on the average, two hours of preparation per week for each hour of course credit. Thus a course giving 4 term credits, should require eight hours per week of preparation. No work for a course (including term papers, independent studies, and seminars) shall be submitted later than the end of the last class on the last teaching day of a term. Faculty may not grant students permission to finish their work at any later time. Exceptions to this rule may be made by the Dean.

Examinations and Announced Writtens:

The date of a written test must be announced to a class at least one week in advance. If a student's absence from an announced written is unexcused, she receives an F without the privilege of making it up. If her absence is excused by the Dean, she may request permission from the instructor to make up the written.

A student who feels she is unduly burdened by written tests should refer the situation to the Dean, who will arbitrate the matter.

Term and final examinations shall not exceed three hours in length. The grade on a final examination shall not count less than 25% or more than 60% on the term grade.

Two copies of past final examinations and present course outlines will be kept on file for use by students. One of these copies will be kept in the office of the Dean of the College and the other will be kept on file in the Library.

Examination Regulations:

Students are required to pledge all examinations, including "take-outs" to the effect that they have neither given nor received help. During scheduled

examinations there will be no mutilation of blue books; i.e., pages are not to be torn out or inserted.

Independent Examination System:

The independent examination system affords students the convenience of scheduling exams themselves in courses where the professor chooses to offer the exam on the independent system.

Three testing sessions are offered each day during the exam period: 9:00 a.m.-12:00 noon; 2:00 p.m.-5:00 p.m.; and 7:00 p.m.-10:00 p.m. Students should pickup exams and blue books on the third floor of the Administration Building fifteen minutes before the session is scheduled to begin. Exams will be arranged in cabinets according to the division of the department offering the course. Students will purchase their blue books for 10¢ at the door and pick them up at the appropriate cabinet where the monitor will check the student's name off on the class list. After the student has signed for her exam on a register, she will receive her blue book and exam and proceed to one of the designated rooms to write her exam. At the end of the exam period the monitors will collect the completed exams and return them to the central office, where they will be checked in and replaced in the cabinets.

Students should watch for announcements from the Academic Policy Committee, and should volunteer for monitoring, as a great deal of work is involved in executing a system of this kind.

Field Trips:

The Dean must approve any field trip, whether taken by a class or by an organization, which causes students to be absent from classes. An instructor sponsoring such a trip must announce the date of the trip to the group concerned, and fill out and submit to the Dean the field trip form available in the Dean's office at least ten days in advance of the trip.

Students do not need permission from each of their instructors in order to attend approved field trips, nor do instructors need permission of other instructors in order to take students on approved trips. However, students are expected to inform their instructors when

they will be absent on field trips. When permission is needed to change laboratory sections or similar engagements, students shall see the appropriate instructors at least one week in advance of going on the trip. As many of the field trips as possible should be scheduled for vacation periods.

Overloads:

In order for a student to take in excess of 18 credits in a term, she must submit a "Request for Permission to Take Overload" in duplicate to the Office of the Dean.

Means of Seeking Redress for Academic Grievances:

The most desirable and effective way of resolving an academic problem relating to the statements given above is for the immediately involved parties to discuss and resolve jointly their difficulties. If there is some hesitation about approaching the instructor, it is suggested that the student discuss the problem with an AID, or his or her faculty adviser, or the appropriate department chairman.

The Committee strongly urges that all possible academic problems be resolved informally between the parties involved. If, however, a dispute cannot be resolved informally, the student should have access to some official body of the College.

To this end, a Committee on Academic Grievances was established. The Committee consists of the Student Chairman of the Academic Policy Committee, the Chairman of the Appeal Board and two tenured faculty members appointed by the Academic Policy Committee for alternating two-year terms.

The Committee on Academic Grievances is charged with helping to resolve problems rising from an instructor's alleged failure to adhere to the academic responsibilities noted above. The Committee may deal with questions regarding a grade only when the grade has resulted from an alleged breach of the academic responsibilities.

Any student or adviser may inform a member of the Grievance Committee when he or she has a complaint about an instructor's teaching, testing, or grading practices, if the problem cannot be resolved by other means. It

is then the Committee's prerogative to decide whether it will handle the problem or suggest another course of action. If the Committee deems it appropriate, it may refer the issue to the President of the College, who has ultimate responsibility for the resolution of academic problems. The Committee shall report its actions to the Dean of the College.

Procedure for Add/Drop:

The add/drop process is handled by the faculty and registrar. Courses may be added up until two weeks after the beginning of the term; courses must be dropped by four weeks after the beginning of the term. On the last day for adding courses students may elect to take a course on a credit/no credit basis if they so desire.

Plagiarism:

Plagiarism is a form of cheating and is therefore a violation of the Honor System. Each faculty division has formulated its own policy on plagiarism. In general, all work done for instructors should be in accordance with the methods of the instructors. When references are used in completing any work, this fact must be noted on the work. Plagiarism is defined as copying the language, structures, ideas, and thoughts of another author and passing them off as one's original work. Minimum punishment for this violation is automatic withdrawal from a course. Therefore, if a student has questions concerning what the professor requires, she should ask him to clarify his position. If a student has doubts about the source of information, she should always footnote.

Recourse for Academic Cheating:

When a student is found by Honor Court to be guilty of academic cheating in connection with work done for a particular course, the student will be withdrawn (WD on transcript) from the course unless there is reason to believe that such action would be inequitable. Anyone from the student body or faculty will be allowed to call attention to such inequity, and the proper machinery will be established in connection with the Office of the Dean to consider the same.

Closing Hours for Academic Buildings:

All academic buildings are locked at midnight, with the exception of the Music Listening Room and the Parsonage dark room, which are locked at all times. Keys for the Parsonage may be checked out any time between 6:00 a.m. and 11:00 p.m. at the Switchboard, and should be returned as soon as a student no longer needs it. Students who wish to enter the Science Building may also get a key from the Switchboard before 11:00 p.m., but must return it by 6:00 a.m. the following day.



INFORMATION: COUNSELING SERVICES

Hollins operates with as little red tape as possible and, beginning with President Brewster's office, you will find doors open to you when you need help. In addition, a variety of counseling services have been organized under the direction of Dean Roberta A. Stewart.

Often you may select a particular counselor because of his/her special training while at other times you may just choose someone with whom you feel comfortable. A counselor may refer you to another person who, in her/his opinion, can deal more readily with a special problem. All of the people mentioned below are eager to help you in any way they can.

Confidentiality is a professional duty and all counseling services are available without charge. Information you give is passed on only at your request or with your approval, or in the rare case of clear danger to yourself or others.

College Psychiatrist

Dr. Evelyn Wade is available in her office in the Chapel on Tuesdays. You may sign up for anonymous and free consultations by marking your initials or some other identifiable logo on the sign-up sheet on her door just inside the parking lot door to the Chapel.

Psychological Counseling

Dr. Charles H. Holland, a clinical psychologist and the College Psychological Counselor, is experienced in helping students deal with a variety of problems: parental and peer relationships, sexual behavior, depression, drug use, and general personality difficulties. Both individual and group/psychotherapy are available, as is emergency intervention. Dr. Holland is usually available during the day and at night either at his office in Pleasants 400, on the top floor (ext. 6539), or at his home, 7129 LaMarre Drive, across the street from the College (362-3155).

Chaplain

The Reverend Alvord Beardslee, College Chaplain, is usually available in his office in the Chapel (ext. 6665). The Episcopal Chaplain is the Reverend William deJ. Rutherford of St. Mark's Episcopal Church in Fincastle. He usually spends Thursday afternoons in the Chapel social room before the Communion Service at 5:15 p.m. Catholic Mass is held on Wednesday afternoons at 5:00 p.m. and is usually preceded and followed by a visit from the Priest. Other local clergymen are also eager to be of help and may be contacted through Mrs. Ava Morgan in the Chapel Office, or directly.

Academic Advice

You may obtain advice on academic plans or problems from your freshmen advisers, faculty advisers, and department heads (if you have chosen your major). David Holmes, the Associate Dean for Student Academic Affairs who coordinates this work, is available in his office in the Administration Building. Dean Stewart has her office there, as does Registrar Margaret Eldridge. Director of Studies, Elizabeth Minnich, is located in Rathaus.

Student Life

The Associate Dean for Student Life, Mrs. Baylies Willey, has her office in Main Building, as does Mary Jo Ferguson, Assistant to the Associate Dean for Student Life. Head Residents are available in the Student Activities Office in Main and in their own dormitories: Mrs. Frances Gates of West, Mrs. Marion Bewley of East, Mrs. Ocie Westbrook of Tinker, Miss Sue Emmons of Main and Miss Cynthia Hale of Randolph.

AIDs

AIDs, Advisors in the Dormitories, are undergraduate peer counselors who know how to listen, facilitate, respond to crisis situations, counsel, and when necessary, refer to others. They have a reputation of being well-trained key resource people in the community and are found in every dormitory and hill house.

Abortion

Abortion is the decision of the individual. Counseling and information may be obtained on campus through your AID, Dean Willey or Dr. Holland. Emergency loan requests may be submitted to Freya. For information concerning the law and abortion services in Virginia, call TRUST (563-0311) or the Virginia League for Planned Parenthood (342-6741).

Planned Parenthood

Planned Parenthood (342-6741) does a top notch job with problem pregnancy counseling and referral service.

Rapeline

Rapeline (366-6030) is a volunteer service affiliated with TRUST, offering counseling service to rape victims.

TRUST

Hollins faculty and students helped establish and help staff TRUST, the Roanoke Valley Trouble Center, Inc. TRUST provides 24-hour phone and walk-in service in four areas: referral to other agencies and professionals; dissemination of factual information on drugs and local resources on problem pregnancy; crisis intervention for drug emergencies and suicides; and lay counseling. The center is located at 3515 Williamson Road, (563-0311).

"I like to be able to say I've got the time to listen. I like to be able to take a few minutes to share a piece of another person's life."



REGULATIONS AND INFORMATION: HOUSING

The College maintains residence halls, houses, and apartments to enable students to reside in a convenient location and to provide an environment which will promote their personal, social, and academic development.

A student residence, as a community of persons engaged in learning, is the object of concern and responsibility of several groups within the college. Since student residences are owned by the college, the ultimate authority of their regulations rests with the Trustees; it has been delegated by the

Trustees to the Administration, and by them to the Student Government Association. However, delegation does not mean abdication. The Administration, while not wishing to interfere with students' private lives or legislate morality, will continue to be concerned with the environment of student residences.

Terms of Occupancy:

Only college-assigned occupants may reside in college dormitory rooms, houses and apartments. The college will not condone overnight visits by members of the opposite sex. In addition, the college reminds all students that it cannot guarantee immunity from enforcement of the laws applicable to all citizens.

The college reserves the right to inspect any room at any time. However, every effort will be made to respect the occupant's privacy.

The college reserves the right to require occupants to move whenever it seems in the best interest of the college and/or of the students.

The college does not assume responsibility for the loss of personal property of its residents due to theft, fire, or other misfortunes. Lock boxes are provided in all dormitory rooms, but students are advised to maintain insurance for their personal possessions.

Within limits, wear and tear of college facilities is to be expected. But when damage is clearly the result of negligence or vandalism, residents become liable for repairs and will be billed accordingly by the Department of Buildings and Grounds.

When students vacate their rooms (moving, school closing, graduating, etc.), they are expected to leave their rooms clean and in good order, with trash put in the trash cans, refrigerators cleaned, floors swept or vacuumed, and doors and windows locked. Students who leave the responsibility of cleaning their rooms to others are frowned upon and will be fined \$25 each for the inconvenience and thoughtlessness.

The moving of furniture and appointments from a social room is strictly tabu. Anyone who does so will be fined \$5.



Housing

Mary Jo Ferguson, Assistant to the Associate Dean for Student Life; Main 1st floor; ext. 6407; Monday-Friday, 9:00-4:30

Jo Ferguson will help you with any problems concerning rooming, including changing rooms, dorms, and/or roommates. The welcome mat is always out in her office.

Room/Roommate Assignments: New Students

New students (freshmen and transfers) are housed in late summer and are informed of their room assignment upon arrival at college. A card is sent to all new students in late August informing them of their dormitory assignment. The Hollins policy is not to notify students the names of their roommates until they arrive on campus.

New students may, if necessary, file a request for a change after the first six weeks of the school year; requests are submitted in writing, and agreed upon by all concerned parties, to the Office of the Associate Dean for Student Life. Moves prior to six weeks are discouraged; it takes at least that long to get to know the people and the campus and to determine where you want to move and with whom. It is better to exercise patience and a concentrated effort on bettering a situation rather than making hasty, uncertain, possibly less appealing change. When a move is suitably worked out and approved, the student is requested to notify the head resident(s) involved.

Students who change rooms without authorization from the Office of the Associate Dean of Student Life will be fined \$25 which will go to the Freya Relief Fund.

Dorm Selection: Returning Students

Selection of rooms by upperclassmen is done in the spring. Seniors have first choice; juniors,

second; sophomores, third. The order of choice within the class is determined by a number drawn at room drawing. In order to participate in the Spring Room Selection Process, an intent to return \$150 fee (bill sent in late February) must be paid to the Business Office by April 1st each year. This fee is used, for resident students, as a room deposit and assures the student a reserved space, of her choice, in the residence halls (see Preferential Spring Room Selection, Housing section, Index 75-76).

Room change for returning students takes place in December. Applications must be filed in the Office of the Associate Dean for Student Life (watch for announcements concerning dates of deadlines) in order to change. No requests to change rooms/roommates by returning students will be approved unless the move is seriously considered by all parties involved, and is thought to be in the best interest of everyone. When a move is approved, the student must notify the head resident(s) involved within the move.

Students who change rooms without authorization from the Office of the Associate Dean for Student Life will be fined \$25 which will go to the Freya Relief Fund.

Keys:

Keys are needed to get into your residence hall after 1:00 a.m. All dormitories and hill houses are locked by Security at 1:00 a.m. Keys are distributed in the Buildings Office. There is a \$1 deposit and a \$1 refund for your room key; dorm keys are also registered and issued, free of charge, but a \$10 fine results if this key is not returned. All keys must be returned to the Buildings Office by the close of college in order to receive your refund; no refunds will be made by mail. The importance of keeping our residence halls secure cannot be overstressed.

Linen Service:

Linen service at Hollins is not included in the comprehensive fee but may be charged to your account. It is an option for students, and is operated by the

Laundromat. If you opt for the Linen Service, once a week you may get clean sheets and a pillowcase - pastels available as well as white. One sheet and one pillowcase issued once a week, \$18/year; two sheets and one pillowcase issued once a week, \$21/year. Should you not choose this option and wish to bring your own linens, no fee will be charged, but you will be responsible for maintaining your own laundry of linens. Students departing campus at mid-term for Paris, London, graduation, etc. and again at the end of the academic year, are responsible for returning rental linens to the Laundromat prior to their departure. Items not returned will be charged to the student's account (\$3 per sheet; \$1 per pillowcase).

Students are expected to furnish and maintain their own blankets, towels, and wash cloths. They are not available on a rental basis. Foreign students, due to limited luggage space, are issued by the college blankets at no charge. Blankets may be received, and must be returned, at the Laundromat.

Maintenance of Rooms:

All room care and general housekeeping is the resident's responsibility. For protection of doors and walls, no nails, glue, or tape may be used for hanging things. Pictures, posters, etc. may be hung only from the wooden strips or hooks provided by the college for that purpose. Otherwise, considerable damage, especially to paint, will result. Another result, see paragraph 5 under Terms of Occupancy, Housing section, Index 75-76.

Off-Campus Living:

The option of living off-campus (note: Apartment Complex is on campus) is open to thirty-five students with priority going to members of the Senior Class. Remaining spaces may be filled by members of the Junior Class and Sophomore Class, in that order. Students who wish to exercise this option must have a letter from their parents or guardians before spring room selection acknowledging their daughter will not be living in college housing. Letters and notification must be addressed to Dean Willey.

Off-Campus Shelter for Guests of Students:

Hollins is immediately surrounded by many reasonably priced motels. It is a good idea to make advance reservations for special weekends. For suggestions and information concerning neighboring accommodations, the ladies in the Student Activities Office are helpful.

Guests staying off-campus may be entertained in the residence halls according to parietal regulations, but must be out of the dormitories and hill houses by 1:00 a.m. lock-up. The only place you may entertain a guest after lock-up is in the Chapel Social Room until 3:00 a.m.

Off-Campus Shelter for Students in Surrounding College Communities:

A list of hostesses who accommodate overnight guests in Blacksburg, Charlottesville, and Lexington is found in the Student Activities Office. If your plans change, hostess home reservations should be cancelled by 5:00 p. m. or the hostess should be compensated.

Overnight Female Guests on Campus:

Overnight female guests staying in the residence halls should be registered with the Head Resident or AID and may stay no longer than ten (10) days. A cot may be obtained from the Buildings Office, and guest linen from the Laundromat, at no charge. Students having guests must pay for their meals in the dining room. Students are reminded that they are responsible for the behavior of their guests, and that guests during exam periods are a real bummer.

Overnight Male Guests on Campus:

Rules and Regulations

- 1) Rooms in Turner Hall are available for overnight male guests of Hollins College undergraduate resident student.
- 2) Due to limited space, overnight male guests must be of college age (note: not little-little brothers and big-big daddys).
- 3) All guests must be registered and fees must be paid at the time of registration. The cost is \$3 per night. In addition, there is a \$3 deposit for the keys which is refunded when the keys are returned.

- 4) A penalty fine of 50¢ per day is imposed when a key is not returned by check-out. A lost key will cost the price of changing the lock.
- 5) Guests may stay a maximum of one week at a time.
- 6) Any unregistered occupants will be asked to leave the premises and may be charged with trespassing.
- 7) Sheets, a pillow case and blanket will be furnished, but guest towel, wash cloth, and soap are the responsibility of guest or hostess.
- 8) No women are allowed in the Guest Quarters.
- 9) The Turner kitchen is not for the use of male overnight guests or their hostesses.
- 10) Hollins hostesses will be held responsible for any damages and/or losses which occur.

Procedure

- 1) Hollins students must register their guests in the Student Activities Office with a head resident. The hours are Monday-Friday, 9:00 a.m.-4:30 p.m.; Saturday and Sunday, 9:30 a.m.-noon. Guests may be registered in advance.
- 2) Beds and rooms are numbered. Guests will be assigned to a specific room and bed. It is essential that guests use the specific room and bed assigned.
- 3) Hollins students may cancel reservations for their guests and will receive a full refund if the cancellation is made prior to 10:00 a.m. the day a room is being held.
- 4) Clean linen for the Guest Quarters is distributed from the Student Activities Office.
- 5) Used linen is to be deposited in the bin in Turner designated for that purpose, in its original plastic bag and with the tag enclosed.
- 6) Blankets should be left folded at the foot of the bed.
- 7) Check-out time is 12:00 noon.

Pets

Due to health considerations and respect for the sanity of people and pets, students may not keep pets other than goldfish or turtles in college housing or on the campus. Non-resident students may not bring pets from home to the campus at any time. Any student having a pet in violation of this regulation will be fined an initial \$15 and \$5 every day until the animal leaves campus. Money collected from pet fines will be turned over to the Freya Student Relief Fund.

Since everyone cannot have a pet, other than goldfish or turtles, there is a pet on campus named "Goldie". She is the Willey's Golden Retriever and is located wandering around faculty row, front quad, and spends a great deal of time in the Laundromat. Shake her paw and have a friend forever.



Preferential Spring Room Selection:

In late February of each year, the parents and guardians of all resident students are sent a bill for \$150. This intent to return \$150 fee is used for a resident student as a room deposit to reserve a space for the following semester (fall). If the students' \$150 fee is paid:

- 1) before April 1, she will take part in the preferential room number drawing and room selection;
- 2) between April 1 and July 1, she must place her name on the waiting list in the Office of Admission. On May 5, the Director of Admission will know whether or not the college can take her immediately. If not, she stays on top of the waiting list until she is taken in. After being readmitted, she should go to the Office of the Associate Dean for Student Life for housing arrangements;
- 3) after July 1, she will be placed on the waiting list and her case be reviewed by the Admission Director as openings occur. When notified she has been readmitted, she should contact the Office of the Associate Dean for Student Life for housing arrangements;
- 4) and, if she is on leave from the Hollins campus, whether on the Exchange Program, Beaver Program, AYA, Hollins Abroad London or Paris, or whatever, she may be chosen as a roommate on the basis of the resident student's number drawn. The on-leave student is not eligible to draw a number. Number drawing is for students living on the Hollins College campus.

Refrigerator Rental:

Approved 75 watt refrigerators may be rented yearly from the college for \$40. These refrigerators have a two-cubic foot capacity and a freezer complete with ice tray. Rental for one semester only is \$20. If you change rooms during the year, your refrigerator may be moved with you. Place orders for refrigerators with Mrs. Whitman in the Buildings Office.

Smoking

General safety and the college insurance policy do NOT permit smoking in the halls and corridors, or on beds. Regulation ashtrays may be purchased in the Bookshop and waste-cans for ashes are provided on every hall. Mr. Traylor requests that students NOT burn candles in rooms. Remember: Students are responsible for any fire damage they may cause.

Storage

Regulation boxes for storage may be purchased from the Bookshop. Boxes must be closed, taped, tied, and tagged. Luggage rooms are available to store trunks and suitcases - but NO cardboard boxes (fire regulations). All stored items should be fully identified (name and room number, dorm). For further information, consult the Buildings Office in Botetourt basement.

SGA Regulations Concerning Student Residences:

- 1) All dormitories and hill houses are locked by 1:00 a.m. by Security
- 2) Each dormitory voting unit, by a two-thirds vote of the members of each designated dormitory unit, will establish its own visitation operating rules and hours (including hill houses), according to established maximum hours: Monday-Thursday, 6:00 p.m.-1:00 a.m.; Friday-Sunday, 12:00 noon-1:00 a.m.
- 3) Any male visiting in the dorms or hill houses must be escorted at all times by his Hollins hostess
- 4) The college administration will make every effort to meet the needs of those students who wish to live in a non-parietal situation (See Dean Willey or Jo Ferguson)
- 5) Each apartment is an autonomous unit allowed to make its own rules according to Virginia State laws and housing regulations specified by the college

Telephones:

Each residence is equipped with the college Centrex system. Dial "8" to get an outside line. You cannot get an operator or make a direct-dial call on

these telephones; use the pay phones in each residence hall for long distance calls. Private telephones are available for second-term freshmen and upperclassmen upon application at the Student Activities Office.

Please do not accept a collect telephone call on a college centrex phone.

SGA Regulations Concerning Absences from Campus:

Students are strongly urged to leave information with someone concerning their whereabouts when leaving campus, and are reminded of their individual obligation to maintain the reputation of the College at all times.

Hollins is not the ideal
community, Happy Valley, or the
panacea for all the problems
you have known. Your happiness
here will depend on your motivation,
your reasons for coming,
your potential for autonomy, your
awareness of yourself, your tolerance
for freedom and ambiguity,
and your appreciation for the
emotions and feelings of others.

Baylis Willey

REGULATIONS AND INFORMATION: GENERAL COLLEGE

Alcoholic Beverage

Drinking by Hollins students and their dates should be done with discretion. A beer party on front quad, in the halls, or in the parking lots, for example, is not conducive to maintaining good relations with other members of the college. Misuse of alcohol is defined as: 1) when the reputation of the college is endangered or damaged; 2) when the life of the community itself is disrupted or the privacy of the individual is hampered. All drinking is to be in accordance with the Virginia State Law.

Drinking is permitted in the following areas on campus:

- 1) student residence rooms
- 2) apartments and apartment patios
- 3) faculty homes
- 4) areas designated by the Administration.
Approval of these areas must be granted by Dean Willey.
- 5) Residence hall social rooms. Approval of the use of a residence hall social room must be made by the Dorm President after she receives the consent of the residents of the particular dorm in question.

The Law:

It is a misdemeanor:

- 1) for any holder of a license to sell any alcoholic beverage or wine to any person who is less than 21 years of age; beer to any person who is less than 18 years of age;
- 2) for any persons under 21 years of age to purchase or possess alcoholic beverages or wine; for any persons under 18 years of age to purchase or possess any alcoholic beverages;
- 3) for any person to purchase alcoholic beverages other than beer for another person whom she has reason to know is under 21 years of age;
- 4) high test beer may be sold to those 18 years of age and older.

Students while in Virginia are expected to comply with the laws of the state. (It is against the law to produce, distribute, or buy alcoholic beverages not approved by the ABC Board.)

Bad Checks:

Any person, who, with intent to defraud, shall make or draw or utter or deliver any check, draft, or order for the payment of money, upon any bank, banking institution, trust company, or other depository, knowing at the time of making, drawing, uttering or delivering, that the maker or drawer has not sufficient funds in, or credit with such bank, banking institution, trust company, or other depository, for the payment of such check, draft or order, although no express representation is made in reference thereto, shall be guilty of larceny.

Any person who, under the provisions of this section, is guilty of grand larceny shall, in the discretion of the jury or the court trying the case without a jury, be confined in the penitentiary not less than one year nor more than five years, or be confined in jail not exceeding twelve months and fined not exceeding five hundred dollars.

Bikes:

Bikes are welcome on campus, but a few hints... register your bike with Security (for free) because if it is misplaced it is easier to find; and, lock your bike to a stationery object, preferably in the bike stands provided. If you live in the Apartment Complex, for the safety of your bike, keep it on your patio when not in use.

Cars:

All cars must be registered with Security and registration depends on proof of adequate insurance and liability. The fees are: \$25 for the year (resident students); \$15, year (graduate and undergraduate day students); \$5, Short Term only; and, 50¢, overnight.

All students other than Dean's List juniors, seniors, day students, and graduate students must leave their cars parked in Siberia from midnight Sunday night until 5:00 p.m. Friday afternoon. During these specified weekend hours students are allowed to park elsewhere on campus. Cars of students living the Apartments must remain parked at the Apartments from 7:30 a.m. until 5:00 p.m. on weekdays. Students are never permitted to park in

spaces designated for college vehicles, reserved spaces, or on grassy or seeded areas. No motorized vehicles are permitted on the sidewalks.

Fines for speeding, reckless driving and any other offense not listed above are issued at the discretion of the College Security Police. Fines may be appealed within 48 hours of issue, or no later than the deadline indicated on the ticket. Appeals may be made to the Parking Committee Chairman. Fines may be paid at the Switchboard or the Security Office, or fines will be added to your college account.

The fine schedule is as follows:

<u>Parking Violation</u>		<u>Illegal Car</u>	
1st offense	\$ 2.00	1st offense	\$ 5.00
2nd offense	4.00	2nd offense	10.00
3rd offense	6.00	3rd offense	20.00+
4th offense	8.00		any additional tow-
5th offense	10.00		ing or storage charges.

Administrative rule: The College assumes no responsibility for either personal or property damage of drivers.

Driving:

Virginia law enforcement officials have a reputation for being strict about all speed limits, including school zones. If you get a driving citation that tells you to show up in court, either go or get in touch with the court immediately if you can't make it. Otherwise, a warrant shall be issued for your arrest and they do come and take you away. (Note: maximum speed limit is 55 m.p.h. in Virginia.)

Drugs:

Because the illegal use of drugs so frequently harms the user physically and mentally, interferes with the user's ability to carry on his academic and social life, or impinges upon the social and academic rights of others, Hollins College strongly disapproves of both the illegal use and distribution of drugs. The College will respond to the issue in three ways: education for the entire college community about

drug use and its consequences; counseling for those with personal problems of drug use; and disciplinary action up to and including separation from the college for anyone who illegally distributes drugs or whose drug related behavior infringes upon the rights of others.

Although the enforcement of the law is not within the educational function of the college, no one should delude himself that the campus is a sanctuary from law enforcement agents. All members of the college community are subject to state and federal laws that regulate the use of drugs. Law enforcement agents have jurisdiction on campus, and when possessing proper documents, may legally make arrests or search any room or building without prior notice to college officials. Moreover, the college cannot intervene to protect an accused person from the consequences of his arrest or conviction, on or off campus.

Allegation of drug misuse will be considered by the Administration.

The Law

These are the most recent rulings (as of June, 1973) made available through the Office of the Commonwealth Attorney:

"It shall be unlawful for any person to manufacture or produce any drug, or possess, . . . sell, . . . or otherwise dispose of any controlled drug."

Five schedules of drugs are differentiated:

- #1. High potential for abuse, no accepted medical use. Includes: derivative of opium, heroin, LSD, mescaline, hashish, marijuana
- #2. High potential for abuse, currently accepted medical use for small circulation, with severe restrictions. Abuse may lead to severe psychic or physical dependence. Includes: opium, coca leaves, opiates, methadone (synthetic heroin)
- #3. Potential for abuse less than #1, #2. Approved medical use with prescription. Moderate or low physical dependence, high psychological dependency. Stimulating effect on nervous system. Includes: barbituates and amphetamines

- #4. Any medically supervised drug containing a stimulant or depressant which is abused. Includes: certain cough syrups, pharmaceutical preparations with partial amounts of #3 schedule drugs
- #5. Containing limited, minimal amount of narcotic (which might be abused) which is of valuable medical use. Includes: paregoric, nose drops

Penalties:

- I. 1) Any possession with intent to manufacture, sell, give, or distribute #1, #2, or #3:
1st offense: not less than 1, nor more than 40 years, a fine of \$25,000, or less, or both. 2nd offense: not less than 10, not more than life, or a fine of \$50,000, or both. A conviction may be based solely upon the quantity of drug possessed (on assumption that with a certain amount there is an intent to distribute), or on the act of distribution itself.
 - 2) Any possession of #1 or #2 (other than marijuana) without intention to manufacture, sell, give, or distribute: Offense: not less than 1 or more than 10 years or 12 months and \$1000.
 - 3) Any possession of #4, #5 drugs: 1st offense: treated as a misdemeanor, with a punishment of 12 months and fines up to \$1000.
 - 4) Any possession of marijuana or schedule #3 drugs without a prescription sale (no quantity specified) is treated as a misdemeanor. 12 months maximum sentence and \$1000 fine.
- II. It is also a misdemeanor (12 months and \$1000) for any person or persons to possess or distribute controlled paraphernalia which shall mean a hypodermic syringe, needle, or other instrument or implement or combination thereof adapted for the administration of controlled dangerous substances by hypodermic injections under circumstances which reasonably indicate an intention to use such controlled paraphernalia for purposes of illegally administering any controlled

drug, or gelatin capsules, glassine envelopes or any other container suitable for the packaging of individual quantities of controlled drugs in sufficient quantity to and under circumstances which reasonably indicate an intention to use any such items for the illegal manufacture, distribution, or dispensing of any such controlled drug.

Distribution of #1, #2, #3 drugs by anyone of at least 18 years of age to anyone under 18 years of age who is least three years his junior: 10 to 50 years and fines not more than \$50,000.

Note: Under Virginia laws, with one year sentences, one can get put on probation after serving 4 months (1/3 term). More than a one year sentence equals a felony (serve time in a penitentiary); 12 months equals misdemeanor (serve time on state farm).

Fire:

The Fire Marshall irregularly holds fire drills in which everyone participates. Fire regulations are posted in each residence hall. Any fire during the day should be reported to the switchboard operator immediately (dial "0") and to your Head Resident. At night, notify the Security Office and your Head Resident (Security: dial 6419).

Fire Arms:

Possession of firearms or use of firearms of any kind, explosives, ammunition, or fireworks, is strictly prohibited.

Fire Extinguishers:

The college furnishes each dormitory, house, and apartment with workable, up-to-date fire extinguishers. These, we hope, will never be used in case of fire. However, if they are played with or removed from their place of residence, as a prank, should they be needed, residents are in trouble. This is considered to be serious by members of the Hollins community.

Hitchhiking:

The College discourages hitchhiking. It is illegal to hitch on any interstate highway, except from

the access ramp. While it is not illegal to hitchhike on state roads, expect policemen to stop and ask you what you are doing.

Identification Cards:

Every member of the college community is required to identify himself/herself and to show his/her Hollins College Identification Card at the request of any member of the community. The I.D. card will be reissued every fall. The I.D. card must be displayed to check out library books and to cash checks in the Bookshop. If you lose your card, a duplicate for \$3 may be obtained once a month on an announced day from the Office of the Associate Dean for Student Life. The initial card is issued at no charge.

Male Exchange and Graduate Students

Male exchange and graduate students have the same access to college facilities as do women students. They are, however, subject to the regulations governing male visitation in the dorms and houses. (See SGA Regulations Concerning Student Residences.)

Men's Rooms:

Men's rooms are located in the following areas:

1. Basement of the Library
2. In the Post Office Building
3. Basement of Turner (with shower)
4. First floor Pleasants
5. Little Theatre lobby
6. In the Chapel
7. One on each floor of Dana Science Building
8. Tinker core
9. Tayloe Gymnasium (with shower)
10. Randolph Hall
11. Administration Building basement
12. First floor Presser
13. Those designated in residence halls for men, during parietal hours

Political Activity:

Hollins College is a community of scholars engaged in evaluating, communicating, preserving, and enlarging mankind's store of knowledge. It is contrary to the purposes and interest of an educational institution to permit itself to be used as an instrument of political action. By its nature, the college shelters and presents a diversity of opinions. Furthermore, its freedom from political control rests on the assumption of its social and political objectivity.

Hollins College recognizes and cherishes the right of dissent by individual members of the community as one of the fundamental democratic freedoms. In exercising his right of protest, the individual member of the Hollins community must always bear in mind his special responsibility to the institution:

- a) For faculty members, these obligations are set forth in the 1951 statement on Academic Freedom issued by the American Association of University Professors, and are adhered to by this college.
- b) Students enjoy equal rights as citizens, and therefore equal obligations to make it clear that they speak for themselves and not for the institution, and to speak and act responsibly at all times.

Freedom from disorder is essential to the right of dissent. Hollins College welcomes peaceful and orderly protest, but it will not tolerate interference with the rights of others, obstruction of normal activities, threats of coercion, violence, or destruction of property.

Normal academic schedules will not be suspended except for reasonable cause as determined by the President or his designated representative, after consultation with the Hollins community.

Sunbathing

Students may sunbathe on the hill between the faculty houses and Tinker Dormitory, around the apartment swimming pool, and on Turner sun deck. Sunbathing on fire escapes, roofs, sidewalks, old porches, is against the building code and is a safety hazard.

Security Police

Ralph L. Watts, Security Supervisor; Main basement; ext. 6419; 24-hour duty

Come to this office to register all on-campus cars, bikes, and to get into your residence if you are locked out after 1:00 a.m. lock-up. But most especially, contact Security in case of emergency: fire, accident, etc. Hollins Security Officers are true friends to the community.



Telephone Misuse:

In Virginia, the penalty for charging phone calls to a fraudulent credit card number or to a number other than one you are authorized to use can result in the following:

- 1) a permanent criminal record
- 2) a fine of up to \$500, or one year in jail, or both
- 3) payment of all court costs
- 4) restitution for the total cost of the fraud.

It is not wise to accept collect telephone calls on college centrex telephones or other telephones on campus. Tracking down offenders is becoming increasingly easy for the telephone company, thanks to modern electronic computer systems. The law does not look on phone fraud as a lark, nor does Hollins College.

Hollins is people -

people who are engaged in realizing themselves. . . through awareness of living and learning.

My hope for Hollins is that she begin to understand her collective direction and get at the job of that realization.

Suzanne Hughes '75

student services

Accounting and Cashier's Office

Mary B. Ragland, Manager of Accounting & Budget Control, Administration basement (in Business Office); ext. 6342; Monday-Friday, 8:30-4:30

Come to this office to pay bills, buy meal tickets, and to check on your account.



Bookshop

Ellen S. Pillow, Manager, Botetourt basement; ext. 6661; Monday-Friday, 8:30-4:30

The Bookshop has almost everything you need or want at Hollins. You can get text books, records, art supplies, fun books, coloring books, magazines, t-shirts, mugs, cards, gifts, and wrappings, photographic

supplies and more. If the Bookshop does not have the book you want, a special order will be placed by Mrs. Pillow. The Bookshop also cashes checks up to \$25.00 with a Hollins College identification card.

Business Office

Administration basement; ext. 6343; Monday-Friday, 8:30-4:30

Come to this office to check on financial matters, to sign up for the use of college cars, to locate a notary public, and to obtain permission to sell or circulate information about a product.

Buildings and Grounds Offices

William W. Traylor, Superintendent of Buildings and Grounds; Administration basement; ext. 6344; Monday-Friday, 8:30-4:30

Mr. Traylor is in charge of the headquarters that oversees maintenance and the upkeep of all campus buildings and grounds. On top of this enormous job, which he does so well, he is also our overall Fire Chief, the man responsible for seeing that all fire prevention regulations are distributed, known, and upheld.

Roy B. Obenchain, Assistant Superintendent of Buildings and Grounds; Administration basement; Monday-Friday, 8:30-4:30.

Mr. Obenchain is Mr. Traylor's assistant and has moved his office during the summer of '75 to the basement of the Administration building next to Mr. Traylor. See Mr. Obenchain for any type of technical assistance such as sound equipment, movie projectors, outdoor lighting and sound for special events. Contact Mr. Obenchain should you have any serious building problem, but in case of emergency and when his office is closed, contact Security.

Mary Jo Whitman, Supervisor of Buildings, Boteourt basement; ext. 6405; Monday-Friday, 9:00-4:00

Come to see Mrs. Whitman to get your room and dorm keys, desk lamp light bulbs, storage, shipping, cots for guests, refrigerator rentals, and general housekeeping assistance. Come to see Mrs. Whitman or her assistants, Virgil Bowers or Mattie ("Tootsie") Craighead, to fill out a service request slip for maid or custodial service. Mrs. Whitman is also responsible for all of the lovely floral arrangements in the Green Drawing Room and around campus that we all enjoy so much.





Career Counseling Office

Peggy-Ann Neumann, Director, Administration 2nd floor; ext. 6364; Monday-Friday, 8:30-4:30

Come to this office to consult graduate and professional school catalogues, and guides to choosing a career; to look at notebooks containing a description of jobs alumnae hold, what courses they wish they had taken at Hollins which would have better prepared them for their careers; job-leads they know of, housing and interviews they will set up for Hollins students. Come here to find out information on careers, writing resumés and when interviewers are coming to campus; to find out about summer part-time and full-time job openings. These opportunities are posted on the bulletin board. Permanent credential files are compiled and sent out from this office.



Dining Room

William Wrobel, Director of Food Services; Botetourt; ext. 6662.

All guest meals in the dining room must be paid for by signing a ticket at the door. No utensils of any kind may be removed from the dining room without expressed permission from Mr. Wrobel. After signing up for an extracurricular event in Miss Emmons' office, further details for banquets/parties may be confirmed with Mr. Wrobel.



When your birthday comes around, you may notify the dining room and receive a steak dinner and a personal sized birthday cake.

If you are going to miss a meal you may order a box lunch to be collected at breakfast. Please place your order two days in advance.

Since faculty, administration, students and guests eat in the dining room, it would be appreciated if you wore shoes and refrained from wearing curlers or other bathroom hardware during meals. It is unappetizing.

Hours:

Monday-Friday	7:15-9:00 a.m.	breakfast
	9:00-9:30 a.m.	continental
	11:00-1:15 p.m.	lunch
Saturday-Sunday	4:30-6:30 p.m.	dinner
	9:00-1:00 p.m.	brunch
	4:30-6:30 p.m.	dinner

1

Financial Aid Office

Sue Ross, Director of Financial Aid; Administration, 2nd floor; ext. 6332; Monday-Friday, 8:30-4:30.

The Office of the Director of Financial Aid is in charge of all financial aid packages, including grants, loans, and on-campus student jobs. Mrs. Ross is the person to see for any information, requests, or problems concerning financial aid.

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Financial Aid Office

~~DIRECTOR OF~~
Sue Ross, Assistant to the Dean for Financial Aid; Administration, 2nd floor; ext. 6332; Monday-Friday, 8:30-4:30

~~DIRECTOR OF~~
The Office of the Assistant to the Dean for Financial Aid is in charge of all financial aid packages, grants, loans, and on-campus work-study student jobs. Mrs. Ross is the person to see for any information, requests, or problems concerning financial aid.



REGISTRAR'S OFFICE

Hollins College

19

NAME

HAS PERMISSION TO

ADD

DROP

Adviser/Registrar

Gymnasium

The instructional program and activities related to that program shall have first priority in Tayloe Gym. Undergraduate students, graduate students, faculty, and faculty dependents may use the facilities on a scheduled basis.

Infirmary

Dr. J. C. Zillhardt, College Physician; ext. 6444. The Health Service at Hollins College occupies the colonial brick building that is located just within the entrance to the campus from Route 11. The facility is well equipped to care for outpatients, as well as those who require bed care. The Health Service Center is staffed by four registered nurses and by a board certified internist.

Any student with a health problem should consult with the medical staff. A close association is maintained with dental and medical facilities of the Roanoke community. This makes it possible for referrals to be made to specialized services should these be required.

The physician's office hours are from 9 a.m. to 12:30 p.m. daily except Saturday and Sunday. Invariably Dr. Zillhardt is available for consultation by the nursing staff at any time he is not in the office. Because there is only one nurse on duty at certain times the Health Center is kept locked on these occasions. If you become ill after 8 p.m., you must notify your Head Resident who will make the necessary arrangements to get you to the Health Center.

It is open at the following times:

Monday-Friday	8:00 a.m.-8:00 p.m.
Saturday	9:00 a.m.-5:00 p.m.
Sunday	10:00 a.m.-2:00 p.m.
Sunday	6:00 p.m.-8:00 p.m.

With the exception of holiday vacations a nurse is on duty throughout the day and night from the time school opens in September until the time school closes in May.



When bed care is necessary, the first two days in the Health Center are without charge. This applies to any illness that requires hospitalization at the Center. Thereafter a charge of \$10 per day is made.

Parents should feel free to consult with the physician, by mail or by phone, whenever there is concern about a student's health. The parent is notified of a student's illness, with the student's consent, if the illness is serious or if it is necessary to keep the student in the Infirmary more than 48 hours.

Information Office

Main basement; ext. 6452; Monday-Friday, 8:30-4:30

This office is in charge of publicizing...via press releases...all newsworthy events of the college. This office acts as a mediator between all members of the Hollins community and the press. Students are welcome to submit ideas for news articles or to bring information to publicize. Up-to-date biographical information on administrators and faculty members is here.

Laundry Facilities

June S. Lovern, Supervisor of the Laundromat; located behind West Dorm; ext. 6459

Lost and Found is located here. Also, come to the Laundromat for guest linens. Hours:

laundry, dry cleaning	Mon-Fri	8:30-4:30
package receiving	Mon-Fri	8:30-4:30
laundromat	Mon-Thur	8:30-12:30 a.m.
	Fri-Sat	8:30-2:00 a.m.
	Sun	8:30-1:00 a.m.



Libraries

Fishburn Library

Richard Kirkwood, Librarian,
ext. 6591 or 6592; Hours:
Monday-Thursday, 8:00 a.m.-
midnight; Friday, 8:00 a.m.-
11:00 p.m.; Saturday, 8:30
a.m.-6:00 p.m.; Sunday, 10:00
a.m.-11:00 p.m. During school
breaks, the Library does not
open on weekends and evenings;
daily hours, 8:30 a.m.-5:00 p.m.

Students are required to pre-
sent identification cards when
checking books from the Library.
Most books are loaned for the entire semester and
should be returned on the last day of classes in
December, January, and May, however any book may
be recalled upon the request of another borrower.
Taking books or other property out of the Library
will be regarded as stealing (see Honor Court).
There is a 5¢ per day fine for books not returned
on time. Reference books, unbound periodicals, col-
lege catalogues, records and films are to be used in
the Library.

Certain reserved books for specific classes are
kept behind the circulation desk and must be requested.
Such books are taken out for two-hour periods during
the day, but may be checked out overnight after 10:30
p.m. A fine of 50¢ per hour is charged for reserved
books not returned by one hour after opening hour the
following day.

The Library's McVitty Room, on the other hand, is a
display of treasures. The walls are lined with hand-
some editions of standard works as well as first and
autographed editions of many well-known and some ob-
scure authors. The browser can open volumes at random
and share in Harry Truman's greetings to the College,
delight in the illustrations of Thomas Hart Benton,
Kate Greenaway, Arthur Rackham, or Howard Pyle, or
marvel at the scholarly productivity of the Hollins
faculty.



Shirley Henn is the Reference Librarian and will be glad to help you locate materials and get books through the Interlibrary Loan System from other libraries.

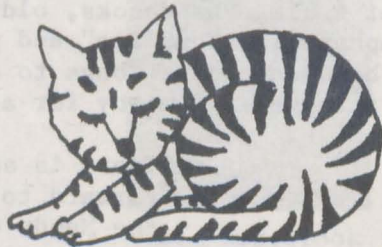
All obligations to Fishburn Library owed by students must be met before grades will be released or any credits transferred.

Art Slide Library is located in the Art Annex, behind the Little Theatre.

Music Listening Library is located in Presser. Records, music, and books must be used at all times in the Library.

Science Libraries. Located in the Dana Science Building, second floor, the Biology Library and the Chemistry, Physics, and Astronomy Library are open 24 hours and are a nice place to study even if you don't take courses in Dana.

Language Library, located in the French House living room, is a collection of French records, art books, novels and magazines.



Mailing Room

Basement of Main; ext. 6420; Monday-Friday, 8:30-4:30.

Telephone books for almost all major cities in the United States are found here.

Post Office

Basement of Botetourt; ext. 6509; Monday-Friday, 9:00-3:00 p.m.; Saturday, 10:00-noon; Sunday, closed.

Before you leave campus for the summer holiday, give the postman your address for forwarding mail. If your mail is slack, you might find an M & M in your box!

Publications Office

Lynn Davis, Director of Publications; Main basement; ext. 6451; Monday-Friday, 8:30-4:30

Mrs. Davis, assisted by Lorna Kirkwood Wyckoff, coordinates the production of most college publications. They are very open to student feedback and welcome suggestions and story ideas. Copies of publications may be obtained here. This office is happy to consult with students in their publication work.

Secretarial Services

Geraldine Griffith, Coordinator; Administration basement; ext. 6301; Monday-Friday, 8:30-4:30

Come to this office to have papers xeroxed and term papers and theses typed. First priority goes to faculty and administration, however Mrs. Griffith is always helpful to students.

S.G.A. Office

Liz Conner, President of Student Government Association; Randolph; ext. 6410

Here you can find flyers on foreign study programs, the records of the Student Government Association, other college handbooks, old Hollins' Indices and paraphenalia, "purples" and publicity materials, sleeping bags and soccer bags to check out, and active people involved. Come by for a visit!

"There is so much to look forward to next year.... the Moody Center, a radio station, a new president, and hopefully, students ready to take advantage of the good life we can all share here."

Snack Bar

Edna B. Munger, Manager, Turner basement; ext. 6431. hours to be posted.

A super place for good food, good fun playing games on the computer terminal, jazzy pizzas, cokes, tabs, beer, etc., etc., etc.!

Student Activities Office

Frances C. Gates, Director of Student Activities Office; Main 1st floor; ext. 6405; Monday-Friday, 9:00-4:30; Saturday-Sunday, 9:30-noon

Come to this office to pick up special delivery letters, telegrams, messages, flowers, to check on what's happening at other colleges in the area, at local theatres, civic centers, and what delicacies are offered at area restaurants. A current issue of the Roanoke Times can be found in the SAO, as well as plane and bus schedules.

The ladies in this office also take your requests for reservations for male overnight guests to be housed in Turner Hall (see Housing). This is where you leave information about your campus activities to be posted on your info card. Applications for private telephones may be picked up in the Student Activities Office.



Frances Gates
Head Resident, West



Marion Bewley
Head Resident, East



Ocie Westbrook
Head Resident, Tinker



Cynthia Hale
Head Resident, Randolph



Sue Emmons
Head Resident, Main

A new part of the Student Activities Office is where you leave all announcements to appear in the Announcement Sheet, printed twice a week. This location is to in the Parkinson Room (off the Green Drawing Room) and will be manned by Sue Emmons. She will also publish Today at Hollins, a weekly calendar, printed and distributed once a week to all members of the community. To schedule events that will be announced in Today at Hollins, go to Sue's office. She will be the actual custodian of the various scheduling books. When you wish to schedule extracurricular events, please consult the college calendar book for available booking dates and make application for time and space on the printed cards kept there. Be sure to include on the card all of the pertinent information about the event, since we will use the information you provide not only in arranging for the event, but also in preparing the college calendar. Events will be entered in the college calendar book by Sue Emmons after they have been coordinated by the Joint Committee on the Extracurriculum.

The general guidelines for scheduling events are given below:

- 1) schedule events early
- 2) make application in writing and in person
- 3) check for schedule conflicts before filling out the application card
- 4) furnish information on peripheral (room, audio equipment, etc.) arrangements
- 5) remember that there is a limit of 1-1/2 events in a time slot
- 6) keep Wednesday nights free until 8:30 p.m.
- 7) avoid scheduling extracurricular events for May and December
- 8) think about needs for food, maid service, special janitor service, security, projectionist, and housing

If you have questions, please contact Sue Emmons.

Joy is
feeling
free

extra curriculum



CLUBS AND ORGANIZATIONS

ADA

ADA is a group of crazy, fun-loving people elected from the student body and faculty of Hollins College. Their activities include anything from advertising for the Bloodmobile to cheering on the athletic field for the Green and Gold to an annual May Day celebration. New members of ADA must be in the sophomore, junior, or senior class and must have a reputation of being an outstandingly funny person. New members are elected by a majority vote of the old members. The queen of ADA is the elected head - and what a fool she is!

Queen: Hazel Bernard

The ART ASSOCIATION works to stimulate and organize interest in art on campus. There are two categories of membership: Members and Fellows. All interested students are eligible to become Members. Fellows are elected by the standing Fellows on the basis of individual merit for contributions to the arts at Hollins, in time, originality, and effort. Sophomores, juniors, and seniors are eligible to become Fellows.

President: Jan Taylor

ATHLETIC ASSOCIATION sponsors intramural and intercollegiate sports on campus. Since all students are members of AA, the activities offered are diversified. Hollins offers varsity competition in field hockey, tennis, basketball, golf, lacrosse, riding, fencing, swimming, and volleyball. Students also represent Hollins in State and Regional tournaments. Contingent upon student interest, intramural volleyball, basketball, softball, badminton are offered along with biking, hiking, jogging, etc. The Athletic Association Executive Board is composed of a President elected by the Student Body, a Vice-President, a Secretary-Treasurer, Class Representatives, Team Captains,

and the President of the Monogram Club. Any student may try-out for intercollegiate teams. Academic credit can be obtained through participation on a varsity team.

The MONOGRAM CLUB of the AA is an honorary club for students involved in varsity sports. Requirements for consideration for membership are: participation in 3 varsity sports in 1 year; participation in 2 varsity sports in 2 years; participation in 1 varsity sport in 3 years. Candidates may have played on the first and second teams. (Although the tennis team competes in the fall and the spring, it counts as only one sport.) In addition to fulfilling these requirements, a student must show evidence of good sportsmanship, quality of spirit, and dedication to the athletic program.

Chairman of AA: Melissa Kennedy



CAMPUS ACTIVITIES organizes social and service activities throughout the school year. Some of the events include the buying and selling of students' room furnishings, planning Cotillion weekend, and co-sponsoring the Christmas Bazaar. This committee also provides a service through which parents may have exam care packages delivered to their daughters. Campus Activities is composed of two elected representatives from each class and a chairman who is a sophomore, junior, or senior.

Chairman: Amy Walker



CONCERNED BLACK STUDENTS (CBS) is an organization whose primary interest is to bring about a harmonious blend between the life and culture of Black students and the Hollins community. Its political orientation is designed to present to the campus a small portion of Black culture in general.

Chairman: Carol Harris

The HOLLINS COLLEGE CHAPEL CHOIR is composed of about 45 members and is the principal choral organization at Hollins. The Choir sings at Sunday evening services twice monthly and, in addition, gives several concerts on and off the campus.

Auditions for prospective new members are held at the beginning of each semester and the Short Term. The audition is simple and brief. The main requirements are: suitable voice quality, pitch stability, and some ability to sight read music.

Attendance requirements: generally 3 one-hour rehearsals per week on Wednesday and Thursday evenings plus either Tuesday or Sunday evenings. Concerts and dress rehearsals are required attendance. Five unexcused cuts are allowed per semester.

The members of the Choir are dedicated to making music. Our recipe involves dedication and hard work with a dash or two of fun sprinkled throughout the year. "Fun" constitutes parties (for new members, the conductor's birthday, entertaining a male choir, Christmas caroling, and the spontaneous humor in rehearsals, to mention a few good times). We would like to encourage everyone to audition. We'll look forward to welcoming you as a new member!

President: Mary D. Bennett

CINEMA SOCIETY tries to provide something for everyone from the most casual entertainment-seeker to the most serious cinephile. The films come from countries all over the globe and span the spectrum from Bugs Bunny to Bergman. Frequently, the serious films are preceded by brief talks by guest speakers and/or followed by open discussions. Films are shown both on week-nights and week-ends. A small admission price is charged for most films in order to help cover film-rental costs. However, individual memberships (not transferable) can be purchased by the year or by the semester. For anyone planning to attend more than a very few films, a membership provides a substantial saving as it covers the admission price of all Cinema Society functions, including both regularly scheduled films and special events. Some examples of special events are: any film shown by a department

or another society, toward the rental of which Cinema Society has contributed funds; any guest speaker similarly funded; plus members-only screenings of special films in both 16 and 8 millimeter. Films and membership are open to anyone, whether a member of the Hollins community or not. For complete information regarding the schedule of events and the price of admission or membership, wait for the fall announcement.

President: Anne Kail

The HOLLINS COLLEGE DRAMA ASSOCIATION presents several plays and workshops each year, and encourages interest in all phases of theatrical endeavor. At present the Association has 30 members whose interests range from acting and directing to design and technical production work. In the past, DA has taken an active part in the presentation of many Orchesis performances, and presented Anton Chekhov's "The Cherry Orchard" and "Fashion!: Or, Life in New York". To become a member, a student must exhibit a substantial interest in the theatre.

President: Susan Larson

FREYA

"But in the discrepancy that falls between what one could be and what one is, there lies the great challenge. . ."

Above is the motto of Freya, a group of students dedicated to the principle that concern for the community is a creative and vital force. As a symbol, Freya reflects the ideals of the College: learning, independence, positive commitment, creativity, progress. Freya expresses this in three ways:

- as a mediary body between faculty, administration, and students,
- as a group that tries to fill any gaps left by other organizations, and
- as a body responsive to the needs of the entire college.

Freya has been in existence at Hollins since 1903. The organization has changed over the years as much as Hollins itself has changed. Freya remains anonymous

in order to achieve a collective character, and to avoid any possible association of the ideals of the group with any particular individual. The anonymity gives the group the freedom to function without the stigma of political, social, academic, or personal labels; it also allows the organization to utilize fully the individuality of each of its members. Also, Freya has a Student Relief Fund. This fund is designed to take care emergencies such as medical problems, academic needs, and emergency transportation. Any student may apply for a loan through Dean Willey, Ms. Ferguson, Dr. Holland, or the Chaplain, who will present the written request to the Chairperson of Freya.

The GENERAL SPEAKERS FUND is supported by donations from the SGA budget and the College, totalling \$8000. A joint committee composed of students, faculty, and administrators is in charge of the program which attempts to bring speakers who will be of interest to the entire community. In order for a club to obtain money for speakers, it is necessary to present a proposal to the General Speaker's Fund Committee.

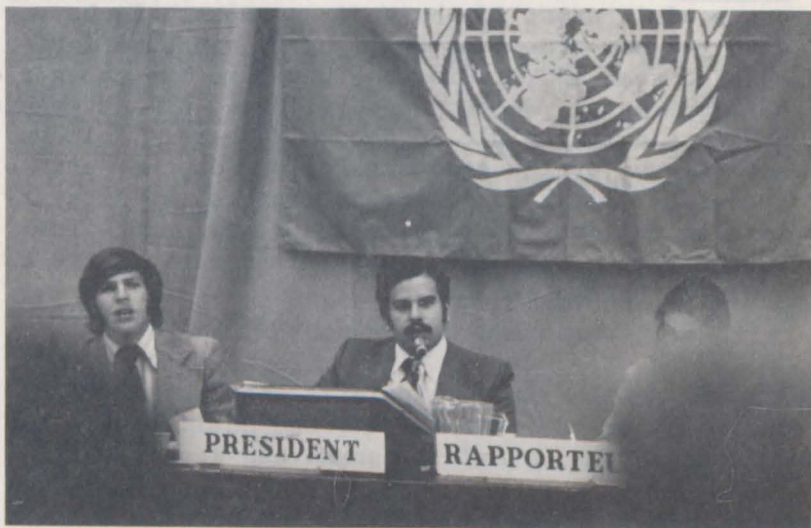
Chairman: Susie Canby

GRAPHEON, the campus literary society, sets up programs of interest to the entire campus. Each year, with the Department of English, it sponsors interesting teas and readings. There are two categories of membership: Members and Fellows. All interested students are eligible to become Members. Fellows are elected by the standing Fellows on the basis of individual merit for contributions to the literary life at Hollins, in time, originality, and effort. Second-term sophomores, juniors and seniors are eligible to become Fellows.

Chairman: Charlotte Mears

The HOLLINS INTERNATIONAL RELATIONS ASSOCIATION brings together students of diverse majors and backgrounds, who have a common interest in human relations, political relations, and world affairs. Its main purpose is to create and achieve a better understanding of the United Nations and world affairs, and to acquaint students with the problems and methods of international relations. To achieve this goal, we participate in simulated exercises known as Model UN's, where the members represent a foreign country as if they were real delegates from that country. In the past years, the organization has been known as the Hollins Model Security Council because our main activity was a Model Security Council which we have hosted for the past ten years. However, the organization has sent delegate students, representing such countries as Yugoslavia, Kenya, Japan, Austria, and Panama, to conferences at Vanderbilt, Georgetown, University of Pennsylvania, Princeton, and Harvard. The Hollins Security Council will be held this year on March 4-7, 1976. Participation in HIRA activities can be tailored to fit your needs and interests and can consist of helping to organize the conference, researching foreign policy, and participating as a delegate to the conferences we will attend this year.

Chairman: Andrea Moore



The HOLLINS MUSIC ASSOCIATION has as its purpose the stimulation of musical interest by promoting all musical activities at Hollins College. It supports all guest artists, faculty and student concerts on campus, and the concert series in Roanoke. The Music Association sponsors other projects supplementing the program of the Music Department. Traditionally, the Association provides receptions after guest and faculty recitals which enable students to meet the artists. Other planned activities for the year include exchange recitals with other schools, publicity and arrangement of transportation to musical events in the Roanoke area, and occasional informal meetings of music faculty and students to discuss various musical topics of interest.

The membership of the Music Association includes all music majors, choir members and interested applied music students. Non-music students who show a special interest in the Association are also welcome to join.

President: Kit Shackelford

HOLLYPOOFS is a freshman singing group composed of approximately 10 people. The members choose their own music, practice as often as they wish, and schedule their own performances. Traditionally, the group is asked to sing Parent's Weekend and at Freshman Follies. New Hollypoofs are chosen by old members. The kind of group it turns out to be depends on the amount of time and energy devoted to it...lots of fun.

H.O.W. of the HOLLINS ORGANIZATION OF WOMEN is open to all students, faculty, administrators, and staff. Begun in 1973-74, H.O.W. has been dominately concerned with conditions of women at Hollins in particular - and in the world.

Contact: Elizabeth Minnich
Lorna Kirkwood Wyckoff
Candice Hoke



ORCHESIS attempts to introduce modern dance and experimental movement into the Hollins community. Two productions are usually held each year as well as any number of impromptu demonstrations of grace and/or daring. Auditions are held at the beginning of each semester. Apprentices are accepted on the basis of interest, talent, creativity and stamina.

President: Reneé Pérez

TRAIT D'UNION seeks to stimulate interest in the French language and culture at Hollins. Lectures, films and various highlighting programs are their yearly activities. A French House is open on campus to all students interested in living there.

President: Kristine Bull

UNDERTONES is a small choral ensemble of 8-12 members from all four classes. The music sung each year is left to the discretion of the group but the trend has been towards Old English Madrigals. Tryouts are held in the fall. If you are interested, contact an official of the organization. The only requirements are a willingness to work (2 hours of practice a week) and the love of singing coupled with the ability to blend with other members of the group. Concerts are given in the fall, at Christmas, Parent's Weekend, Cotillion, and often in the spring in conjunction with other singing groups.

YE MERRIE MASQUERS is an honorary drama organization. Membership is limited by invitation and is extended to students who are outstanding in at least one area of the theatre and who have shown a working knowledge in other areas of the theatre.

There is something
special going on here,
. . .it's not one thing:
it's not just the academics
or just the students or
just the way front quad
looks in the morning or
just the faculty or just
Mr. Wrobel or just the
mountains or just the
classes. It's a concern. . .
a fresh alive concern. . .and
commitment. . .real commitment.
Hollins is committed to Hollins.

RELIGIOUS LIFE ASSOCIATION

All Hollins students are members of the Religious Life Association (RLA). For this reason, RLA activities are varied and their format very flexible. In offering a wide range of programs, RLA hopes to satisfy the ever changing interests and needs of the entire community. These programs consist of four divisions encompassing the different aspects of each individual's religion, whether it be people-oriented or God-oriented. These divisions are: Study, Worship, Funds, and Service.

Study programs include retreats, lectures, demonstrations, films, and forums. Topics have ranged from Women's studies to Communes to Human Sexuality to American Indian Life.

The Worship Committee coordinates student worship both formal and informal. Regular Chapel services are scheduled on Wednesday and Sunday nights. Often the Chapel Choir participates in the service. Other weekly services are the Wednesday afternoon Catholic Celebration of Mass and the Thursday afternoon Episcopal Communion. In addition to these, special vespers are scheduled at various times. Informal Bible studies and fellowship groups meet throughout the year. If a student wishes to attend local churches or synagogues for services, rides can be arranged through the Chapel Office.

Funds activities include White Gift, Golden Rule Dinner, two Red Cross Bloodmobiles, clothing drives, and book drives. Anyone wishing to solicit for a charity should work through the Funds Committee. The Funds Committee established an emergency relief fund for the working community of Hollins.

Service encompasses a wide variety of activities and enables participants to become better acquainted with the needs of the Roanoke area. Some of the Service programs have included work with tutoring projects, nursing homes, children of migrant workers, the Veterans Hospital, Sisters All Working Together (SALT),

Girl Scouts, SPCA, and Offender Aid and Restoration. (Faculty members may sponsor a student's project for credit.)

Specific programs are coordinated through the RLA cabinet, which consists of the appointed project coordinators as well as the elected officers.

The Religious Life Association is active and at work in many areas including service projects, Coffee House (Purgatory) and Study Programs. It offers something for you. If you are interested in any of the activities mentioned, please call the Chapel Office (ext. 6665) or any of the Committee Coordinators.

Chairman: Kathy Forbes

"I believe in this place because I like what happens to the folks I know here. They are authentic and accountable. I think this comes from having been pushed while being supported into self definition. It's not easy, but it's life giving."

HONORARY ORGANIZATIONS

Academic Marshals

The President, with recommendations from the faculty and Class Presidents, chooses Academic Marshals each year. The honorary position is awarded on the basis of academic achievement and character, and they serve as ushers at convocation, commencement, Founder's Day, and other special events.

Phi Beta Kappa

Phi Beta Kappa is a society for the recognition of intellectual capacities well employed, especially in the acquiring of an education in the liberal arts and sciences. Founded at the College of William and Mary on December 5, 1776, the Society now boasts well over one hundred chapters. Each year, the Hollins College Chapter, Iota of Virginia, elects to membership those students who have been outstanding in

scholarly achievement. Several juniors in addition to members of the senior class are initiated annually in ceremonies in March and May.

Pi Delta Phi

Pi Delta Phi is an honorary society that recognizes achievement in the study of French literature and language. Founded at the University of California at Berkeley in 1906, the society's local chapter Eta Lambda, has been active since 1971. It has a membership of forty-five presently which includes members from the faculty and student body of Roanoke College, Virginia Western Community College, as well as Hollins. Each year in the spring, a banquet is held to induct those who are actively interested in the culture and civilization of France who have met the requirements for membership. A student must have taken at least five French courses, one of which must be in literature. She also needs to have a cumulative average of 2.8 and 3.0 in French studies.

Psi Chi

Psi Chi, an honorary society in psychology, has two major goals. It extends academic prestige to its initiates and provides a congenial climate for creative development in psychology. To be elected a member, a student does not have to be psychology major; but must have a 3.5 average in this particular subject and a 3.4 cumulative average, and must exhibit an active interest in psychology.

Sigma Xi

Sigma Xi was formed by the faculty members of Division III under the auspices of the National Society of Sigma Xi. Senior majors in the Natural Sciences are elected as associate members of the honor society by the faculty. Selection is based on demonstrated academic excellence and research potential in the Natural Sciences. Sigma Xi sponsors guest speakers on campus, circulates letters in the sciences, holds monthly luncheon seminars, and encourages research efforts.

PUBLICATIONS

Cargoes is the student literary magazine, although it also publishes work by the faculty and graduate students. It is printed annually and attempts to bring the best creative work on campus to the attention of students here and at other colleges.

Editor: Barbara Birge

Hollins Columns is a weekly student newspaper which publishes information about events of special interest to the Hollins community as well as focusing on outstanding individual contributions to campus life. Any student interested in news and feature writing, photography, business management, or graphic arts is invited to join the staff.

Editor: Ruth Primm

Hollins Index ... form your own opinion ... you're reading it.

The Spinster is the yearbook publication. Produced by a student staff, the book consists of a photographic summary of the year and a student directory. It is distributed in the late spring.

Editor: Julie Robinson

Symposium is a scholarly magazine composed of papers submitted by the undergraduate students. Published yearly, it is edited by a student-faculty board.



t.i.p.s.

Virginia is rolling fields and farms through the Shenandoah Valley. The Blue Ridge Mountains, Jamestown, Yorktown, Shakespeare's England at the new Busch Gardens and the Eiffel Tower at the new Kings Dominion. Castle Hill, where mint juleps saved Jefferson from the British. Natural Bridge and Natural Tunnel. Patrick Henry's Scotchtown. All together in one great state, for more fun, more vacation, more America - to the mile. Because whatever you love, it's here.

Virginia State Travel Bureau

Audio-Visual Equipment

Audio-visual equipment such as a movie projector or a slide projector may be obtained from the front desk in the Library, or contact Mr. Obenchain in his office in the Administration building.

Bulletin Boards

The main bulletin board in the Post Office is for the Announcement Sheet and emergency notices only. There are three other bulletin boards in the Post Office complex and are specifically designated for rides wanted and offered to anywhere, items for sale, and student services available (typing, sewing, etc.); 3 X 5 cards only on these boards. Other bulletin boards just outside the Bookshop, on the front porch of Main, and outside the Dining Room, may be used to advertise upcoming events...posters no larger than 12 X 24 please. If you have something you want posted, take it to the Publicity Chairman who will be announced in the fall.

Campus Mail Service

Location: Student Activities Office, Main 1st floor; delivery service, Monday through Friday.

If you have mail to be delivered on campus, bring it to the Student Activities Office before 3:00 p.m. with the recipient's name, dormitory and room number clearly designated. If you are planning a large mailing, please be courteous and give several days warning to the carriers.

Clothing

Once upon a time, Hollins students had to wear skirts and dresses to all classes and meals. Clothing of some kind still prevails, but what kind is the individual decision - as long as it is appropriate. One fair warning: In the dining room, bare feet are a safety hazard, hair rollers are disgusting, and bed clothing...out.

Day Students

Day students sometimes find themselves on the outer rim at Hollins, either by choice or circumstance. The Day Student Center will be located in Rathaus, and there is a day students post office box in the Post Office where they can receive metered

mail. Today at Hollins, the college calendar, is available for all day students each Thursday afternoon in the Day Student Center. Day student meal tickets may be purchased in the Cashier's Office, and day student cars registered with Security.

Duplicating Machines

Xerox machines - there are two in the Secretarial Services Office, Administration building basement:

2400 - for 1 to 4 copies

3600 - for 5 or more copies

Cost: 5¢ each for first three copies of any single item; 3¢ each for copies 4 to 10; 1¢ each for copies 11 and more. Work may be charged to the appropriate department or personal account. Administrative and faculty business has priority.

Ditto machines - a ditto machine is available in Bradley Hall at all times. Buy stencils and paper from Secretarial Services.

Photo-copy machines - two are located in the basement of the Library. 5¢ or 10¢ for one copy.

Lost and Found

The Lost and Found Center is located in the Laundromat. If you find or lose an item, please go there first. When there is no one on duty in the Laundromat, go to the Switchboard.

Married Students

96

Notary Public

Need a notary? Mrs. Ross, Director of Financial Aid; Miss Kelly, Financial Aid Analyst; and Mrs. Dungan, in the Business Office, are licensed notaries.

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Married Students

Students who marry while in school should inform Dean Willey as well as notify the Registrar so she may send out a "Directory Change" listing new name and address.

Notary Public

Need a notary? Mrs. Ross, the Assistant to the Dean for Financial Aid; and Mrs. Dungan, in the Business Office are licensed notaries.

MISS KELLY, FINANCIAL AND
ANALYST; AND...

Prints for Rent

The Art Department rents framed, ready-for-hanging prints to students each year. Prints can be selected and the rental charge of \$5 paid during the first weeks of school in September in the Art Annex.

Sports Stuff

In addition to the athletic equipment available in the Gym, sports stuff may be checked out of the SGA office in Randolph. Two sleeping bags, frisbees, footballs, kickballs, and volleyball sets.

TRANSPORTATION

Cars

There are college cars available for students with a legitimate need. Contact Mrs. Dungan in the Business Office. In addition, see Women on Wheels in this same section.

Local Bus

Hollins has its own bus stop in the Chapel Parking Lot. The bus runs approximately six times a day from 9 a.m. until 6 p.m. It is a reliable way to get to and from town. Schedules are posted in the Student Activities Office.

Greyhound and Trailways Bus Lines

Call the stations located in downtown Roanoke for information. They might be going your way.

Piedmont Airlines

Schedules available on a table opposite the Business Office and in the Student Activities Office. Make your reservations early.

The Green Bench

Need a ride? Sit on the Green Bench in front of the Infirmary and someone going your way may stop and offer you a ride.

Women on Wheels

In response to an expressed student need for transportation to and around the Roanoke-Salem area, a small scale rent-a-car system was initiated in the spring of 1975. The car may be rented for the personal use of undergraduate resident students who have reached the age of 18. Student I.D. card must be presented when applying for rental. This

automobile must be driven by the student renting it who must have a current drivers license though not necessarily from the State of Virginia. The car is to be checked in and out with the Switchboard operator from 7:00 a.m. until 11:00 p.m.; and with a Security Officer from 11:00 p.m. until 2:00 a.m. The hourly rate is \$.60 (minimum charge of \$3); 20¢/mile; \$1.50 compulsory collision insurance. The car may be rented for a maximum of 8 hours at a time, and it is only to be used in the Roanoke/Salem area. For further information, go to the Switchboard operator and request to see a copy of all information concerning the WOW program.

TRADITIONS

To express the Institute's "admiration and love" for Charles Lewis Cocke, Founder's Day was started in 1896. Every year on February 21, his birthday, the seniors march up the hill to the cemetery and lay a wreath on the grave of Mr. Cocke in honor of Mr. and Mrs. Cocke. Special speakers and panel discussions complete this day of recognition.

Hundredth Night, one hundred days before graduation, each senior dresses up as her roommate's secret desire and comes to a party. The evening is spent in friendship, frolic, food, and fun.

Any day now, Tinker Day! A surprise holiday in October. We all climb Tinker Mountain and celebrate freedom and fall with skits, songs, fried chicken and Tinker cake.

Golden Rule-WhiteGift Service. The Wednesday before Christmas vacation, we eat an inexpensive Golden Rule dinner and the money saved is donated to several charities and community agencies. The next Sunday, the Chapel Choir sings at a special service for students where they traditionally wear white. The offering is distributed to three deserving organizations chosen by the Hollins community. This tradition is worth remembering several times a year.

In the spring, Freshman Follies - ziegfield, the follies bergères, minstrals, mummers, mimes, miracle

plays, burlesque, jest, wit, attic salt, fancies, whims, pleasantries, waggish, scintillating conceits, buffoonery, tomfoolery, and farce.

Parent's Weekend is usually in late April.

Your parents are invited to attend classes, meet your friends and professors, and see what life at Hollins is all about. The President's reception, a picnic, and dance or dramatic production highlight the weekend.

Snow tradition - it always does...the week before spring break.



"Perhaps it is only that first summer away, that first long vacation, that makes you appreciate the beauty of this campus. But, then sometimes, it comes only after four years of living here and the realization that you must leave."

FUNDS AND OTHER FINANCIAL ASSISTANCE

Freya Emergency Fund is a relief fund for students who need loans for an emergency and cannot obtain that loan from any other source. A detailed request should be written and given to Dean Willey, Jo Ferguson, Dr. Holland, or Mr. Beardslee to deliver for you.

Foreign Student Emergency Fund, established by the Student Government Association, effective September 1975, is just what the name implies. See Angel Abraham for further information. This fund is limited for the use of international students only.

Janet MacDonald Fund is a fund for student scholarship yielding approximately \$250 annually, established in honor of the late Janet MacDonald, professor of history. Apply to the Faculty Research and Travel Committee early in the fall for consideration of your request.

Short Term Scholarships are awarded to students on the basis of need and creativity so they can participate fully in the Short Term of their choice, either on or off campus. To apply for aid, students must submit a written proposal of the nature of her program, including a detailed summary of her project, her purpose, and an itemized budget. Applications must be made by October 15, 1975 to the Chairman of the Student Scholarship Committee.

Innovative Fund - the IF fund. \$5000. is available this year in the Innovative Fund. This allocation by SGA is to provide money to groups of students who are promoting ideas for projects, parties, publications and programs anytime during the year. Requests for funds should be made to the Coordinating Council.

Student Work

The Campus Work-Study Program is administered by Mrs. Ross in the Financial Aid Office. Aid recipients are promised a job as part of their financial assistance, and they must receive preference in job assignments. Other students who wish to apply for a campus job should see Mrs. Ross, and their applications will be considered when work-study students have received their assignments.

Part-time/full-time off-campus work may be arranged by seeing Ms. Neumann in the Career Counseling Office. She keeps records of job openings in the area.

Summer jobs. Students interested in being in the Roanoke area may contact Mrs. Ross about jobs on campus. Ms. Neumann is also the person to see for general information about summer employment.

Volunteer. RLA sponsors scores of volunteer programs. The service chairman of RLA can help you get involved with SALT (Sisters All Learning Together), Girl Scouts, OAR (Offender Aid and Restoration), the Veterans Hospital, McVitty House for the aged, the SPCA, and many more. Hollins students also have worked at Roanoke's hotline, TRUST, Rapeline, and the Community School.

"How many cares one loses when
one decides not to be something, but
to be someone."

Coco Chanel

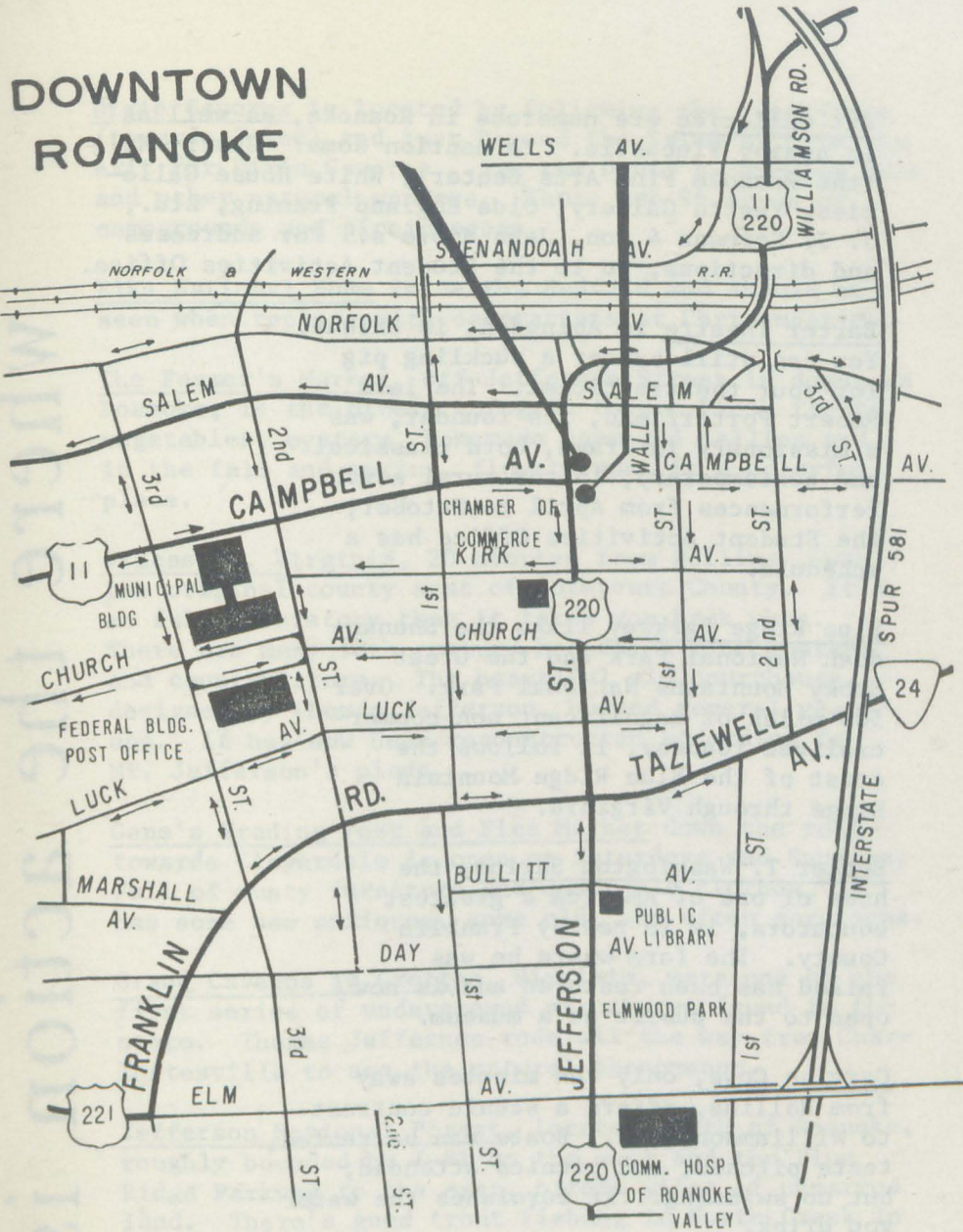
FOR FREE

YOU CAN



go up the duPont Chapel Bell Tower; see Carvin's Cove under microscope for personal enjoyment, not necessarily biology; listen to some of the fine music available in the Presser Music Listening Library; visit the tropical worlds of the two campus greenhouses (Science Building and behind the hill Houses); explore new heights of peak experience on the porches of Main, meditating; go swimming inside and out; communicate with the animals in the barn; check out the children's book section in the Library as well as some of the oversized books; learn the name of every tree on front quad; attend a college legislature meeting; pay your respects to the cemetery (see Hollins from a new level); examine the rare book room in the Library; read Annie Dillard's Pulitzer Prize winning "Pilgrim at Tinker Creek"; watch Mr. Cadd in the upholstery shop; visit the inner workings of the kitchen; birdwatch with the birdwatchers (need a pair of binoculars, black); play softball in the spring; and, laugh.

DOWNTOWN ROANOKE



Art Galleries are numerous in Roanoke, as well as in nearby Fincastle. To mention some: Cherry Hill (the Roanoke Fine Arts Center), White House Galleries, Yeatts Gallery, Olde England Framing, Ltd., J. J. Kormann & Son, Jean Moore's. For addresses and directions, go to the Student Activities Office.

Barter Theatre in Abingdon, is unique. You can still barter a suckling pig for your theatre ticket. The late Robert Porterfield, its founder, was a missionary in drama, both classical and contemporary, in the rural south. Performances from April to October; the Student Activities Office has a schedule.

Blue Ridge Parkway links the Shenandoah National Park and the Great Smoky Mountains National Park. Over 500 miles of magnificent non-commercialized roadway, it follows the crest of the Blue Ridge Mountain Range through Virginia.

Booker T. Washington Shrine, the home of one of America's greatest educators, is in nearby Franklin County. The farm where he was raised has been restored and is now open to the public as a museum.

Carvins Cove, only ten minutes away from Hollins, offers a scenic contrast to Williamson Road. Boats can be rented, tents pitched, and picnics attended; but no swimming...it furnishes the water you drink.

Cherry Hill, located on 23rd Street, is Roanoke's fine arts center. There are paintings and sculpture on exhibit here, and visiting lecturers, concerts and recitals make it a worthwhile place to visit. Courses are also taught at Cherry Hill...painting, sculpture, ceramics.

where the action is !

Dixie Caverns is located by following the Interstate (towards Salem) and just beyond the Salem exit is the exit for Dixie Caverns. See the Devil's Swimming Pool and other natural wonders. There are 96 acres of campgrounds and picnic areas.

Elks National Home in nearby Bedford and should be seen when replete with decorations at Christmastime.

The Farmer's Market, off Jefferson Street in downtown Roanoke, is the nicest thing in town. Fresh fruits, vegetables, oysters, homemade jams and jellies and in the fall and spring, flowers make it a colorful place.

Fincastle, Virginia, 20 minutes from Hollins, was the original county seat of Botetourt County. It's so full of history that it takes you back when. There are many 18th century houses, a fine church, and country store. The beautiful old courthouse, designed by Thomas Jefferson, burned several years ago. It has now been reconstructed according to Mr. Jefferson's plans.

Gene's Trading Post and Flea Market down the road towards Cloverdale is open on Saturdays and Sundays. Full of musty furniture and dusty old clothes, it has some new antiques, some old, and often surprises.

Grand Caverns in Grottes, Virginia, were one of the first series of underground structures found in the state. Thomas Jefferson rode all the way from Charlottesville to see the natural phenomenon.

Jefferson National Forest, located north of Roanoke, roughly bounded by I-81 on the west and the Blue Ridge Parkway to the east, offers miles of unmarred land. There's good trout fishing in North Creek in season.

Lakeside Amusement Park is the largest in Virginia, with a roller coaster guaranteed to turn any stomach. Open in the summer through September.

Mabry Mill, 60 miles south on the Blue Ridge Parkway, features old-time mountain industry. A water-powered mill and blacksmith shop are in operation as is a restaurant that serves really good breakfasts with homemade apple butter (made at Mabry in the fall...along with maple syrup). A good afternoon to a night of camping.

Mill Mountain rising above downtown Roanoke, is the home of the Mill Mountain Playhouse (open only in the summer months) and the Children's Zoo (open from spring until fall). The omnipresent Roanoke star is here.

Monticello is in nearby Charlottesville. Thomas Jefferson's home is worth the visit, both for the architecture and scenery.

Natural Bridge, some thirty miles from Hollins - towards Lexington - is one of the "seven wonders of the world". There is a fine inn here with marvelous food, as well as an outdoor iceskating rink.

Plants 'N Things, a fun shop for those with a green thumb and those who are simply "green" but want to learn. Exotic plants, interesting plants, herbs, and fun plants. Just off the Peters Creek Road, about a mile and a half from campus.

Roanoke Civic Center houses an exhibit hall, auditorium and coliseum. Variety is the key: it features such acts as Liza Minnelli, "Oklahoma", The Roanoke Tennis Tournament, the Royal Lippizans, Elvis Presley, performances by the Roanoke Symphony with guest artists such as Van Cliburn, the Thursday Morning Music Club series of concerts, the Harlem Ballet Group of New York, a series of Broadway productions that are super, and the circus. Check the Student Activities Office for what's what and when at the Civic Center. Rides often are found.

Roanoke, fun? Yes, say
what you will, your environment
can be only what
you make it!

Salem Civic Center co-hosts the home games of the Roanoke Rebels, professional ice hockey team. It also offers a variety of entertainment including jazz, rock, concerts; the circus, rodeos, and the Roanoke Valley Horse Show in August each year.

Skiing is possible nearby depending on the weather. Information about various slopes in Virginia and nearby may be found in the Student Activities Office. The Homestead Hotel in nearby Hot Springs has good facilities and man-made snow to help nature along. Roanoke also has a ski club and welcomes new blood.

Swannanoa Palace, near Afton, Virginia, where the Skyline Drive meets the Blue Ridge Parkway, houses the University of Science and Philosophy. A replica of a Medici palace, the mansion has a story to tell about cosmic consciousness and 19th century romanticism.

The Transportation Museum in Roanoke has displays of old locomotives, a jet plane, and numerous boats. Go for the steam train ride.

Roanoke is not as small as you may think.
If none of this sounds fun, you're bound
to be able to find some abbreviated form
of your own style of entertainment nearby.

PLACES TO EAT

The Barn Dinner Theatre provides a full evening of entertainment. After sampling their large buffets, you can sit back and watch a play on the stage of the theatre in the round.

The Coffee Pot on Brambleton Avenue in Roanoke, provides an informal atmosphere for listening to live music. And, you don't have to dance.

Fiji Island, Roanoke's Polynesian restaurant, serves excellent Chinese and South Pacific dishes and often has Polynesian dancers to entertain you. Atmosphere!

The Gourmet in Crossroads Mall specializes in French cuisine. Avacado filled with crabmeat for an appetizer is delicious, and the desert cart - mouth watering (always save space for it). The cakes and pastries are prize winners, works of art.

Hotel Roanoke, the queen of the South and the finest hotel we know of, is the home of Hollins' spring Cotillion dance. Dining in the Regency Room is an elegant experience... beautiful menu and good dance music... a fun place to get dressed up and go for an evening. The Hotel also features The Windsor Room for swinging... an English pub, also with good food and music. Appropriate dress and reservations are required.

The Peaks of Otter, 30 miles north of Hollins on the Blue Ridge Parkway, has excellent buffets Friday and Sunday evenings. The drive equals the food. The view from the Peaks is magnificent.

The Red Lion restaurant and delicatessen, advertizes an exclusive atmosphere, party platters, carry-out service, and banquet rooms. Lots of atmosphere!

The Roanoke Weinnie Stand, where dogs are put together faster than speeding bullets. In downtown Roanoke.

Let The Texas Tavern put a little spice in your mundane life. The best chili in town is found here. Open 24-hours a day, it "seats 100,000 - ten at a time".

Lakeview Barn, boasts atmosphere, good food - steaks - and music for dancing. This fun restaurant is part of the beautiful and fine Lakeview Motor Lodge, just south of Hollins (a good place for family visits).

The Tinker Mountain Restaurant, the New Yorker, the Oasis, the Top of the Catch in Salem, Uncle Tom's are all great places to go for dinner or a snack.

The Student Activities Office has menu samples and information as well as a huge map of Roanoke to help you locate your destination.

FROM THE EDITOR

This is another attempt to gather all the necessary information, revise old information, and produce a reference book that contains guidelines for everyone involved in the Hollins community. Hopefully, the Index will be not only a source of rules and regulations, but also a source which describes the abundant opportunities at Hollins for learning, growing and enjoying life.

Special thanks in putting the Index together goes to all the nice people who tried to help. Among many, this includes Susan Schnider and her brother, Liz Connor, Lynn Farrar, Anne Shirley, Jan Taylor, Andrea Moore, Cary Upshur and Candice Hoke.

Special thanks to Lynn Davis, Lorna Kirkwood, Barbara Birge, Susan Adams and other photographers who contributed to this book.

Special thanks to Dean Willey who offered suggestions, and to Jo Ferguson who put it all together.

Special, special thanks to everyone in the Office of Publications, especially Lynn Davis and Lorna Kirkwood, who gave a lot of time-consuming help.

Special thanks to anyone who uses the Index and likes it.

Kit Shackelford, Editor
Class of '76

"And maybe it's sentimental senior year but suddenly now you remember all those little bits of advice that your Mother tucked into your brain as you unpacked that first hollow day of school. 'I guess it's what you bring to the moment, dear, it's all in your attitude.' But I wasn't listening then and I am just beginning to understand now."

Joyce Agee, '75





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Changes: in diagram - financial
(not student) aid

Add Deane as notary

